

# Address Information Request Format — Government Agencies

(MUST BE ON AGENCY LETTERHEAD)

Date \_\_\_\_\_

Mail To:

Postmaster

\_\_\_\_\_  
City, State, ZIP Code

Requesting Agency Control Number (if applicable): \_\_\_\_\_

## AGENCY REQUEST FOR ADDRESS INFORMATION

Please furnish this agency with the new address, if available, for the following individual or verify whether or not the address given below is one at which mail for this individual is currently being delivered. If the following address is a post office box, please furnish the street address as recorded on the boxholder's application form.

Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

I certify that the address information for this individual is required for the performance of this agency's official duties.

\_\_\_\_\_  
(Signature of Agency Official)

\_\_\_\_\_  
(Title)

## FOR POST OFFICE USE ONLY

MAIL IS DELIVERED TO ADDRESS GIVEN

NEW ADDRESS:

NOT KNOWN AT ADDRESS GIVEN

MOVED, LEFT NO FORWARDING ADDRESS

NO SUCH ADDRESS

OTHER (SPECIFY):

BOXHOLDER STREET ADDRESS:

\_\_\_\_\_  
Agency return address:

\_\_\_\_\_  
(Postmark/Date Stamp)