Complete and sign this form
Return it to the College Post Office during normal window hours or
E-mail a .pdf of the form to postoffice@lafayette.edu

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER

Please PRINT items in 1-10 in blue or black ink. Your signature is required in item 9.

1. Change of Address for: ☒ Individual (Item 5) ☐ Entire Family (Item 5) ☐ Business (Item 6)

2. Is This Move Temporary? ☐ Yes ☐ No

3. Start Date: (ex. 02/27/08) M M D D Y Y

4. If TEMPORARY move, print date to discontinue forwarding (ex. 03/27/08) M M D D Y Y

5a. LAST Name & Jr./Sr./Etc.

5b. FIRST Name and MI

6. If BUSINESS Move, Print Business Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX

7a. OLD Mailing Address

7a. OLD APT or Suite

7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate. XXXXXXXXXXXXXXXXXXXXXXXXXX

7c. OLD CITY

7d. State

7e. ZIP

PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX

8a. NEW Mailing Address

8a. NEW APT/Ste or PMB

8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.

8c. NEW CITY

8d. State

8e. ZIP

9. Print and Sign Name (see conditions below)

Print:

Sign:

(ex. 01/27/08) M M D D Y Y

OFFICIAL USE ONLY

Zone /Route ID No.

Date Entered on Form 3982 M M D D Y Y

Expiration Date M M D D Y Y

Clerk/Carrier Endorsement

PS FORM 3575 MAY 2008 Visit **usps.com** to change your address online or call **1-800-ASK-USPS** (1-800-275-8777) 0508

NOTE: The person signing this form states that he or she is the person, executor, guardian, authorized officer, or agent of the person for whom mail would be forwarded under this order. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both under Section 2, 1001, 1702 and 1708 of Title 18, United States Code.

PRIVACY NOTICE: The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 USC 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service.