

Dallas Baptist University – Mail Services

Upon moving off campus I understand that my mail box will be closed, that my mail will be returned to the sender and not forwarded to my new address, and that I am responsible to change my address with all correspondence.

Students please be aware that due to USPS regulations and procedures you are not allowed to forward your mail from DBU. You should NOT attempt to fill out a change of address form either in person at a post office or via the USPS website. Doing this will not get your mail forwarded and will be immediately cancelled by the USPS.

Therefore, use the form below to allow Mail Services to return your mail to sender with the indicated address. This will in turn give the sender the opportunity to update their records.

I strongly suggest that you personally contact your friends and family and the companies that you receive mail from to let them know that your address has changed. This will help guarantee that your mail is delivered accurately and promptly.

Name:

[Last] _____ [First] _____ [Middle] _____

[Maiden Name] _____ DBU ID# _____

Phone# _____ Move Out Date: _____

New Address:

Street: _____

Apt: _____ City: _____

State: _____ Zip: _____ Country: _____

Signature: _____ Date: _____

Mail Services

Registrar's Office
Stamp and return to Mail Services after
updating.