Address Change Submission and Confirmation List

Forwarded mail and updated records are separate facts.

A submitted change needs a checked record or confirmation.

Hypothetical example: adults submit official forwarding and separately verify that the necessary sender records were updated, leaving one pending account verification open.

01 Define the private list

List the necessary records privately and identify authority.

Necessary sender or service

Address field needing change

Adult authorized to update

02 Separate the routes

Check forwarding and direct sender updates separately.

USPS forwarding status

Direct sender's official update route

Verification or processing step required

Address Change Submission and Confirmation List / Review & follow-through

03 Save the evidence

Record each submission and actual confirmation.

Submission date

Actual acknowledgment or record view

Confirmed field or unresolved wording

04 Finish the remaining work

Assign unresolved updates and a later review.

Adult handling the open item

Next follow-up date

Private record location