



### 3 When a person has died or you have power of attorney (continued)

#### Name of person or people you are requesting the Redirection for.

Title First name

Surname Middle Initials

Title First name

Surname Middle Initials

We may pass the name and address of a person who has died to other organisations to prevent further mail being sent.

Please note that it is a criminal offence to apply to redirect mail without proper authority.

**Your name and signature.** I confirm that I have full authority to apply to redirect mail addressed to the person or people named in this section.

Title (Mr, Mrs, Ms etc) First name Middle Initial Surname

Date of Birth Date Signature

Mark with an 'x' if under 16

### 4 How long do you want your Redirection for?

The Home Office Identity Fraud Steering Committee recommends that to reduce the risk of Identity fraud when you move house, use Royal Mail's Redirection Service to direct your mail from your old address to your new one for at least a year.

Start Date Please redirect my/our mail for End Date (for temporary moves only)

12  6  3  1 month

Please tick here if your move is temporary.

**We need at least five working days to set up your Redirection. Please allow one extra day for postage to our national processing centre (address on the envelope).**

If you have access to a computer the quickest way to set up your redirection is online at [www.royalmail.com/redirection](http://www.royalmail.com/redirection)

### 5 Applying for your Redirection by post

We take the security of your mail very seriously. Identification must be **original - not photocopies** and show the address you are moving from.

If everyone applying shares the same surname we only need to see identification from the person sending the application. Keep a copy of the documents you send us.

**How to pay** - we only accept payment by **cheque** payable to Royal Mail Group Ltd. You must send a separate cheque in the name of each different surname.

**Identification you need to show** - you need to send identification chosen from the list below for each person with a different surname.

**(You can only use ID from this list for postal applications).**

- Two different utility bills from the last 3 months (NOT a mobile phone or a store/charge card statement and bills printed from the internet are not valid)
- Bank/Building Society statement from the last 3 months
- a credit card statement from the last 3 months

### 6 Applying for your Redirection at a Post Office® branch

We will refuse your application unless you produce valid ID for each different surname.

**How to pay** - We only accept payment by cash, debit or credit card or cheque with valid cheque guarantee card made payable to Post Office Ltd.

**Identification you need to show** - Two different forms of **original identification - not photocopies** for each different surname on the form, one from List A and one from List B. If you are providing bills and statements as ID they must be dated within the last three months unless we say otherwise. If everyone applying shares the same surname, we only need ID in the name of the person applying at the Post Office® branch.

**List A:** Cheque guarantee/credit/debit card, Bank /Building society book, Passport, payment by cheque, EU member state identity card, driving licence - photocard.

**List B:** Two different utility bills from the last 3 months, driving licence - paper counterpart D740, Council tax payment book, credit card statement, original mortgage statement, recent bank, building society or credit union statement or passbook (no more than 3 months old).

### 7 Working out your payment

Use the table below to find out the cost of the Redirection and then multiply this amount by the number of different surnames to get the total cost.

	Abroad (Airmail)		
	UK address (VAT Exempt)	EU (incl.VAT)	Rest of the World (Zero VAT)
12 months	£40.85	£150	£135
6 months	£27.20	£100	£90
3 months	£17.62	£65	£59
1 month	£8.00	£30	£27

Example: You are asking us to redirect mail to an address in the UK for 12 months for two people who have different surnames.

The total amount you pay is **£81.70 (12 months at £40.85 x 2).**

Amount you are paying

£

No refund is possible once a Redirection has started. Prices are valid from 4th April 2011

### 8 Additional benefits through further use of your data

Royal Mail Group and other selected organisations would like to send you, by post, offers and information concerning products and services relevant to home movers. If you do not wish to receive these, please mark "X" in the box.

At no extra cost, we can provide your new contact details (of each type) to organisations that already have your equivalent old contact details so they can update their records. (Such organisations include public bodies.) This may help reduce the risk of ID theft and environmental impact. If you do not want this, please mark "X" in the box.

I wish also to receive such communications in email format. (Please mark "X" in the box.)

### Post Office® branch/Office use only - All sections MUST be completed

#### List A (proof of name)

- Cheque guarantee/credit/debit card
- Bank/Building Society Book
- Passport
- Driving licence - photocard
- Payment cheque
- EU member state identity card

#### List B (proof of address)

- Two different utility bills from the last 3 months (NOT a mobile phone or a store/charge card statement and bills printed from the internet are not valid)
- Driving licence - paper counterpart D740
- Council tax payment book
- Credit card statement
- Original mortgage statement
- Recent bank, Building Society or Credit Union statement or passbook (no more than 3 months)

**Please do not record any ID, Credit or Bank card details on the form.**

Death certificate seen  Power of Attorney seen

Staff signature

Branch code

Section 1 'Addresses' complete

Sections 2 and/or 3 'Names' complete

Sections 4 and 7 'Duration & Payment' complete

Please use Date Stamp at top of the front page of form.