

4 How long do you want the Redirection to last for?

The Home Office Identity Fraud Steering Committee recommends that to reduce the risk of identity fraud you should use Royal Mail's Redirection service to redirect mail from the old address to the new address for at least a year.

*Start date

*Please redirect mail up to

Tell us when you want this Redirection to end if earlier than the end of the term you have selected

6-12 3-6 0-3

We need a minimum of 5 working days to process and set up your Redirection from the day we receive your application.

Use of data

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

We will also pass these application details and information regarding the status of your Redirection to organisations to prevent fraud and/or money laundering. By law, we have to pass on Redirection details to The Department of Work and Pensions and Local Authorities, so they can update their records. Further information about the use of your data is also contained in the Redirection terms and conditions.

5 Identification and payment required when applying by post

How to pay – we accept payment via cheque made payable to Royal Mail Group Ltd only. If additional people are included in this application we need a cheque in each additional different last name.

Identification – you need to send the following two types of identification documentation with your application. All identification must be original – not photocopies – and dated in the last 3 months:

- ☒ Original death certificate (or an office copy). ☒ The power of attorney document certified by a solicitor
- Identification in the last name of the person applying for the Redirection relating to the address mail is to be redirected to. See terms and conditions for ID required if this application is for more than one person. Please send either
 - Two different utility bills dated in the last three months – Not a mobile phone, store/charge card statement or bill printed from the internet
 - A bank/building society/credit card statement.

Please keep a copy of the documents you send to us.

6 Identification and payment required when applying at a Post Office® branch

How to pay – We only accept payment by cash, debit or credit card

Identification required – you need to show the following three different types of identification with your application. All identification must be original – not photocopies – and dated in the last 3 months. Please see terms and conditions for ID required for additional applications:

- ☒ Original death certificate (or office copy) ☒ An office copy or a copy of the power of attorney document certified by a solicitor.
- Identification in the last name of the person applying for the Redirection relating to the address mail is to be redirected to. See terms and conditions for ID required if this application is for more than one person. Provide either a credit/debit card, bank/building society book, passport, EU member state identity card, driving licence – photo card and paper counterpart D740.
- Proof of address identification in the last name of each person for whom you are applying for a Redirection. If everyone you are applying for has the same last name we only need identification for the first person listed in the application. Either two different utility bills (not a mobile phone, store/charge card statement or bill printed from the internet), council tax payment book, credit card statement, original mortgage statement, recent bank or building society statement or pass book – all dated in the last 3 months.

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.

	UK address (VAT Exempt)	Abroad (Airmail) EU (incl.VAT)	Rest of the World (zero rated)
6-12 months	£50.00	£198.00	£178.00
3-6 months	£33.00	£137.00	£124.00
0-3 months	£21.00	£89.00	£81.00

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 **£100 (12 months at £50 x 2)**

**Amount you
are paying**

£

No refund is possible once a Redirection has started.

Prices correct until 31 March 2014 – visit www.royalmail.com for prices thereafter

8 Post Office® branch use only – All sections MUST be completed

Applicant ID (one required)

- ☒ Credit/debit card
- ☒ Bank/building society book
- ☒ Passport
- ☒ Driving license – photocard and paper counterpart D740
- ☒ EU member state identity card

Deceased/POA ID (one required)

- ☒ Two different utility bills from the last 3 months (NOT a mobile phone, store/charge card statement or bills printed from the internet)
- ☒ Council tax payment book
- ☒ Additional form or sheet attached
- ☒ Credit card statement
- ☒ Original mortgage statement
- ☒ Recent bank, building society or passbook (no more than 3 months old)

Please do not record any ID, credit or bank card details on the form.

- ☒ Death certificate seen
- ☒ Power of Attorney seen

Amount paid

£

Staff signature

FAD code

Section 1 'Addresses' complete



Sections 2 and 3 'Names' complete



Sections 4 and 7 'Duration & Payment' complete



**Please dispatch DAILY to Redirection Centre using ENV2130ST only
Please date stamp front page of form.**