### Have you got the correct form?

This form is to be used when applying for a Redirection application on behalf of someone who has died or for whom you have power of attorney, deputyship or similar legal authority. If you need to redirect mail for more than 2 people from and to the same addresses, please provide full names and dates of birth for each person on a separate sheet of paper. We will also need relevant ID as detailed in our terms and conditions.

### Which addresses would you like mail redirected from and to?

Please use CAPITALS and a blue or black pen for all your answers. Questions marked with * are mandatory.

<table>
<thead>
<tr>
<th>Old address – where would you like the mail redirected from?</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Postcode</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New address – where would you like the mail redirected to?</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Postcode</td>
</tr>
</tbody>
</table>

#### You (the applicant) contact details

- **Your mobile number**
- **Your email address**

We always send an acknowledgment letter to you. If you don’t want us to include the new address in the letter, please mark this box with an ‘X’. We will also send a security letter to the old address.

### Names

#### Your name and details (the person applying for the Redirection)

<table>
<thead>
<tr>
<th>Title (Mr, Mrs, Ms etc.)</th>
<th>Full first name</th>
<th>Middle initial(s)</th>
<th>Last name</th>
</tr>
</thead>
</table>

#### Details of the person whose mail you want redirected

<table>
<thead>
<tr>
<th>Title (Mr, Mrs, Ms etc.)</th>
<th>Full first name</th>
<th>Middle initial(s)</th>
<th>Last name</th>
</tr>
</thead>
</table>

#### If you are applying to redirect mail for more than one person, please fill out the details relating to the second person below:

<table>
<thead>
<tr>
<th>Title (Mr, Mrs, Ms etc.)</th>
<th>Full first name</th>
<th>Middle initial(s)</th>
<th>Last name</th>
</tr>
</thead>
</table>

If you would like us to redirect all variations of first names, please mark this box with an ‘X’.

### How long do you want mail redirected?

Please use CAPITALS and a blue or black pen for all your answers. Questions marked with * are mandatory.

#### When do you want the Redirection to start?

- **Start on this date:**

#### Please redirect mail for:

- **12 months**
- **6 months**
- **3 months**

**or stop on this date:**

- **D D M M Y Y**

It is a criminal offence to redirect mail without proper authority.
How we use the 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.

Your Payment

For current prices go to royalmail.com/redirection. The price of the service is based on:

<table>
<thead>
<tr>
<th>Length of service you want</th>
<th>Where the new address is</th>
<th>Number of people</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months or 6 months or 3 months</td>
<td>UK or EU or Rest of the World</td>
<td>For Example: 1 individual = application fee + x1 extra person fee 2 individuals = application fee + x2 extra person fee 3 individuals = application fee + x3 extra person fee (Fees are applicable for everyone over the age of 16)</td>
</tr>
</tbody>
</table>

What you are agreeing to

*Signature of the person applying for the Redirection:

Applying at a Post Office®

1 valid proof of new address from this list dated in the last 6 months:
- Original utility bill (NOT a mobile phone/store/charge card statement or bill printed from the internet)
- Original credit card statement
- Original bank or building society statement or passbook

AND

1 valid form of proof of name of person applying for the Redirection from this list:
- Credit/debit card
- Bank/building society book
- Passport

OR

Original death certificate or interim death certificate (or a certified office copy)

Applying by Post

Send to Royal Mail Redirection Centre, Trent House, Media Way, STOKE-ON-TRENT ST1 5ST

1 valid proof of new address from this list dated in the last 6 months:
- Original utility bill (NOT a mobile phone/store/charge card statement or bill printed from the internet)
- Original credit card statement
- Original bank or building society statement or passbook

AND

Proof of name of the person applying for the Redirection:
- Driving licence – photo card
- EU member state identity card

OR

Power of attorney, deputyship or similar legal authority document certified by a solicitor (or a certified office copy)

Please keep a copy of all the documents you send to us. Total number of documents enclosed: All documents supplied will be returned to you.

Post Office® branch use only – All boxes must be completed

*You must check all the following: Please mark to confirm

- Original proof of name
- Original proof of address dated within the last 6 months
- Date stamp on front
- ‘Addresses’ complete – Section 2
- ‘Names’ complete – Section 3
- ‘Dates’ complete – Section 6 (Start date, x days/working days)
- ‘Signature’ complete – Section 7
- Horizon receipt issued

*You must complete the following boxes:

How many adults

Deceased/POA ID (1 required)

Original death certificate seen

Original power of attorney, deputyship or similar legal authority seen

Additional form or sheet attached in the case of additional names

Please do not record or send any ID or payment details with this form.

Branch code

POL Horizon User ID

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