

*Please redirect mail for:

12 months

6 months

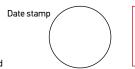
3 months

or stop on this date:

D D M M Y

Redirecting mail in special circumstances

For more about our Redirection service, current prices and for the terms and conditions visit **royalmail.com/redirection**, for a paper copy please see the leaflet accompanying this form.



Redirection	Centre Use	Only	

Royal Mail Special Circumstances Redirection Application Form 23 March 2020

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.

Which addresses would you like mail redirected for Please use CAPITALS and a blue or black pen for all your answers. Questions marked with *are mandatory.	from and to? 1 To check that postcodes are correct you can visit our website at royalmail.com/find-a-postcode	
*Old address – where would you like the mail redirected from?	*New address – where would you like the mail redirected to?	
*Postcode	*Postcode	
	l ostcode	
You (the applicant) contact details	Landline number at this address	
Your mobile number		
Varua anna i I a dalara a	Will there be a dog at this new address? To help our staff deliver your mail safely, please mark with an 'X'. Yes No	
Your email address	To help our Standenver your marcsarety, please mark with an X.	
	• We cannot redirect mail from a multi-occupancy address such as a nursing home, boarding house, hotel or hall of residence.	
	nouse, notet of natt of residence.	
We always send an acknowledgment letter to you. If you don't want us to	1 If we cannot deliver an item to the new address for any reason, it may be returned to sender with the	
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.	new address on it. This means that we cannot guarantee that the new address will remain confidential.	
The Will also sella a secarity teller to the old address.		
*Title (Mr, Mrs, Ms etc.)	*Last name	
*Date of birth D D M M Y Y Must be at least 18 years old	If you also reside at the same old address and you want your mail to be redirected to the same new address, please mark this box.	
Details of the person whose mail you want redirected	If you are applying to redirect mail for more than one person, please fill out the details relating to the second person below:	
*Title (Mr. Mrs. Ms etc.)	*Title (Mr, Mrs, Msetc.) *Full first name Middle initial(s	
*Last name	*Last name	
If you would like us to redirect all variations of first names, please mark this box with an 'X'.	If you would like us to redirect all variations of first names, please mark this box with an 'X'.	
I am applying for a Redirection on behalf of someone:	I am applying for a Redirection on behalf of someone:	
Who has died. We need to see the original death certificate or interim death	Who has died. We need to see the original death certificate or interim death	
certificate or an office copy (which you can get from the Register of Births,	certificate or an office copy (which you can get from the Register of Births,	
Marriages and Deaths). We also need to see identification in the name of the person applying, as shown in section 8.	Marriages and Deaths). We also need to see identification in the name of the person applying, as shown in section 8.	
OR	OR	
For whom I have power of attorney, deputyship or similar legal authority. We need to	For whom I have power of attorney, deputyship or similar legal authority. We need to	
see a copy of the power of attorney, deputyship or similar legal authority document certified by a solicitor, together with ID in the name of the person applying, as shown	see a copy of the power of attorney, deputyship or similar legal authority document certified by a solicitor, together with ID in the name of the person applying, as shown	
in section 8.	in section 8.	
m section 6.		
	r of under 16's	
*Number of individuals having their mail redirected Number of adults Number	of under 16's	
	of under 16's	
*Number of individuals having their mail redirected Number of adults Number	r of under 16's	

5	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.

6 Your Payment

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

Length of service you want	Where the new address is	Number of people
12 months or	UK or	For Example:
6 months or	EU or	1 individual = application fee
3 months	Rest of the World	2 individuals = application fee + x1 extra person fee
		3 individuals = application fee + x2 extra person fee
		(Fees are applicable for anyone over the age of 16)

7 What you are agreeing to

*Signature of the person applying for the Redirection:

Signature

You, the applicant over 18 - Section 3

Please dispatch DAILY to Redirection Centre using

'Dates' complete - Section 4

ENV2130ST only.

'Signature' complete – Section 7 Horizon receipt issued

If you (the person applying for the Redirection) do not sign the form we cannot process your application.

By signing this form you agree to the Consumer Redirection Service terms and conditions, so please read them carefully beforehand. You can find the terms and conditions at royalmail.com/redirection, where you can also find a link to our privacy policy referred to in them. To obtain a paper copy of the terms and conditions or the privacy policy, please see the leaflet accompanying this form. It is a criminal offence to redirect mail without proper authority.

How we use the data provided on this form is described in our terms and conditions. This may include using the details of everyone named on this form to help prevent fraud and money laundering and as required by law.

This is the identification we require

For your security, we need to verify your identity to set up your Redirection. We require different forms of identification depending on how you apply. Proof of identification must be from the items listed below; no other items are acceptable.

If you are a solicitor acting as a personal representative, we need to see an original or office/certified copy of the Grant of Probate or Grant of Letters of Administration and death certificate.

You can apply by post or at a Post Office The person applying for the Redi	® branch, see leaflet for details. rection in section 3 must provide the followin	o ID: no other items are acceptable.	
*Please mark 'X' in the appropriate box.		*Please mark 'X' in the appropriate box.	
Applying at a Post Office® 1 valid proof of new address from to Original utility bill (NOT a mobile phone/store/charge card statement or bill printed from the internet) AND 1 valid form of proof of name of per	his list dated in the last 6 months: Original credit card statement Original mortgage statement Original bank or building society statement or passbook	Applying by Post send to Royal Mail Redirection Centre, Trent House, Media Way, STOKE-ON-TRENT STI 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 mortgage statement Original bank or building society statement AND Proof of name of the person applying for the Redirection: Payment by cheque – The cheque needs to be in the name of the person requesting the Redirection.	
☐ Credit/debit card ☐ Bank/building society book ☐ Passport	Driving licence – photo card EU member state identity card	If power of attorney, deputyship or similar legal authority is held, the cheque can be in the name of the person the Redirection of mail is for, providing the power of attorney, deputyship or similar legal authority is detailed on the cheque. If you are a solicitor you can pay by a solicitor's cheque. Cheque made payable to Royal Mail Group Ltd. The power of attorney, deputyship or similar legal author document must show your name. AND	
 Original death certificate or interim death certificate (or a certified office copy) 	OR Power of attorney, deputyship or similar legal authority document certified by a solicitor (or a certified office copy)	☐ Original death certificate or interim death certificate (or a certified office copy) ☐ 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 docum	nents you send to us. Total number of docu	aments enclosed: All documents supplied will be returned to you.	
	use only - All boxes must be co		
*You must check all the following Please mark to confirm	· -	— ·	
Original proof of name	How many adults	Total fee taken £	
Original proof of address dated within the last 6 months	Deceased/POA ID (1	required)	
Date stamp on front	Original death certifica	ate seen 🔲	
'Addresses' complete – Section 2 'Names' complete – Section 3		rney, deputyship or similar legal authority seen	

Branch code

POL Horizon User ID

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