

DDMMYY

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 6 months or 3 months	UK or EU or Rest of the World	For Example: 1 individual = application fee 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

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.

8 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® branch, see leaflet for details.

The person applying for the Redirection in section 3 must provide the following ID; no other items are acceptable.

*Please mark 'X' in the appropriate box.

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Applying at a Post Office®

1 valid **proof of new address** from this list dated in the last 6 months:

- | | |
|---|--|
| <input type="checkbox"/> Original utility bill (NOT a mobile phone/store/charge card statement or bill printed from the internet) | <input type="checkbox"/> Original credit card statement |
| <input type="checkbox"/> Original mortgage statement | <input type="checkbox"/> 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:

- | | |
|---|--|
| <input type="checkbox"/> Credit/debit card | <input type="checkbox"/> Driving licence – photo card |
| <input type="checkbox"/> Bank/building society book | <input type="checkbox"/> EU member state identity card |
| <input type="checkbox"/> Passport | |

AND

- | | |
|---|---|
| <input type="checkbox"/> Original death certificate or interim death certificate (or a certified office copy) | OR <input type="checkbox"/> Power of attorney, deputyship or similar legal authority document certified by a solicitor (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:

- | | |
|---|--|
| <input type="checkbox"/> Original utility bill (NOT a mobile phone/store/charge card statement or bill printed from the internet) | <input type="checkbox"/> Original credit card statement |
| <input type="checkbox"/> Original mortgage statement | <input type="checkbox"/> 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. 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. Cheques made payable to **Royal Mail Group Ltd**. The power of attorney, deputyship or similar legal authority document must show your name.

AND

- | | |
|---|---|
| <input type="checkbox"/> Original death certificate or interim death certificate (or a certified office copy) | OR <input type="checkbox"/> 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 | <input type="checkbox"/> |
| Original proof of address dated within the last 6 months | <input type="checkbox"/> |
| Date stamp on front | <input type="checkbox"/> |
| 'Addresses' complete – Section 2 | <input type="checkbox"/> |
| 'Names' complete – Section 3 | <input type="checkbox"/> |
| You, the applicant over 18 – Section 3 | <input type="checkbox"/> |
| 'Dates' complete – Section 4
(Start date, allow 5 working days) | <input type="checkbox"/> |
| 'Signature' complete – Section 7 | <input type="checkbox"/> |
| Horizon receipt issued | <input type="checkbox"/> |
| Please dispatch DAILY to Redirection Centre using ENV2130ST only. | |

***You must complete the following boxes:**

How many adults Total fee taken £ .

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

