

## Moving home?

### Use our Redirection service to forward mail to your new address.

We want to make life as easy as possible for you at this busy time. To have your mail redirected to your new home, all you have to do is fill out this booking form, then:

- Bring it to your local Post Office with the fee, in addition to this you will need to bring proof of I.D. and proof of address (only required for the individual bringing the application to the Post Office).

**OR**

- Post it directly, including credit/debit card details, to: An Post, Redirection Unit, Ground Floor, GPO, O'Connell Street Lower, Freeport, Dublin 1, D01 F5P2.

**Note:** Applications by post may only be paid by credit or debit card – all other payment methods will not be accepted. The name on the debit or credit card must match the name of at least one of the individuals having mail redirected.

Please give at least 5 working days notice.

#### Residential Fees for Redirection to:

	Address within Ireland incl. N. Ireland	Address Abroad
Up to 3 months	€80 per address	€100 per address
Up to 6 months	€105 per address	€155 per address
Up to 12 months	€140 per address	€185 per address

Proof of I.D. Accepted at the Post Office	Proof of Address Accepted at the Post Office
<ul style="list-style-type: none"> <li>Driving licence (showing the address mail is to be redirected from)</li> <li>Passport</li> <li>Employer photo I.D.</li> <li>Student photo I.D. (from a third level college)</li> </ul>	<ul style="list-style-type: none"> <li>Utility bill (showing the address mail is to be redirected from) within the last 5 months</li> <li>Bank/Building Society Statement (showing the address mail is to be redirected from) within the last 5 months</li> </ul>

Proof of I.D. and address only required for the individual bringing the application to the Post Office.

## RESIDENTIAL REDIRECTION TERMS AND CONDITIONS

These terms and conditions apply to An Post's Residential Redirection Service (hereinafter referred to as the "Service"). In these terms and conditions "You" and "Your" refer to the applicant(s) for the Service and "We", "Us" and "Our" refer to An Post, having its registered office at GPO, O'Connell Street Lower, Dublin 1, D01 F5P2.

- The service is only available for the redirection of residential post to which You are entitled. You confirm that the new address stated on this application is Your true and correct address.
- Limitation on Liability:** Our liability for any direct loss or damage arising from this contract is limited to the fee paid for the Service. We will not be liable, in any event, for any consequential or indirect loss or damage including, without limitation, loss of income, profits, interest, utility or loss of market, however arising in respect of the Service.
- The applicant(s) who sign(s) this form must be 18 years of age or older. A parent or guardian must sign for a minor requesting the Service and insert the minor's date of birth where indicated.
- We will require at least five working days' notice to put the Service in place.
- There is a delay of at least one working day in delivery of redirected post.
- A new address label is applied to each redirected item or pouch. If the item cannot be delivered it may be returned to the sender complete with the new address label.
- Except in the case of temporary redirection, when the Service expires all post

addressed to Your old address may be returned to sender.

- If You wish to cancel the Service You must do so in writing. We will not refund the fee if You cancel the Service after it has started.
- If post is addressed to more than one addressee and only one of the addressees has requested the Service We will deliver the post as addressed and We will not redirect it unless both parties agree in writing that one of them or a third party will receive it.
- Items sent using the An Post Parcels Service (including Courier Post) will not be redirected.
- We will not redirect post:
  - for applicants who share a name with someone who remains at the address from which the post is to be redirected (e.g. parent and child of the same name or people that share the same initials and surname);
  - sent poste restante;
  - from a college, boarding house or similar accommodation with one delivery point; or
  - addressed to a PO Box.
- Deceased Persons:** The following conditions must be satisfied before We will redirect post on the instructions of the executors or the administrators of an estate:
  - if the deceased person left a will, probate of the will must accompany this application form which must be signed by all the executors;
  - if the deceased person left a will but there is a delay in obtaining probate, a copy of the will and a letter from

## RESIDENTIAL REDIRECTION TERMS AND CONDITIONS

the executors stating that probate has been applied for and that they know of no reason why it will not be granted must accompany this application form which must be signed by all the executors;

- if the deceased person did not leave a will, letters of administration to the deceased person's estate must accompany this application form which must be signed by the administrators of the estate;
  - if the deceased person did not leave a will and letters of administration are not available, You must provide a written undertaking from a solicitor to produce letters of administration within a reasonable period (e.g. twelve months);
  - We reserve the right to request further documentary proof of any applicant's entitlement to receive the post of deceased persons.
- We will not accept redirection applications from persons acting on behalf of persons who may be ill, incapacitated or a Ward of Court unless the redirection application is supported by documentary proof of the applicant's legal authority to redirect and/or receive the mail in respect of which the redirection application is made. An Post reserves the right to request further documentary proof and information.
  - We reserve the right to refuse or discontinue the Service at Our absolute discretion, including, but not limited to, where the Service is unworkable. In this event, An Post will refund the fee paid for the Service but will have no further liability.

- Your Indemnity: In consideration of Us providing the Service You will indemnify Us and keep Us fully and effectively indemnified on demand from and against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which We may sustain or incur, or which may be brought or established against Us by any person, which in any case arise out of or in relation to or by reason of Your use of the Service in breach of any of these terms and conditions.
- This agreement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.

If you have a query email us at: [redirections.centre@anpost.ie](mailto:redirections.centre@anpost.ie) call us on 01 705 7600 or write to us at: An Post Redirection Unit Ground Floor GPO O'Connell Street Lower Freeport Dublin 1 D01 F5P2

# Residential Redirection

Moving house? Make sure your mail moves with you.



Visit us at [anpost.ie](http://anpost.ie)



Please complete the form enclosed in BLOCK LETTERS. Please note that incorrectly completed forms will delay your application.

### Part 1 – REASONS FOR BOOKING (Tick appropriate box)

Moving home  Bereavement\*  Other  Temporary relocation (Please ensure that you specify an 'end date' in Part 4.)

\*Please refer to T&C 12, additional documentation is needed. Additional documentation may be required.

### Part 2 – CUSTOMER DETAILS Please ensure that all Dates of Birth for any minors as well as all required signatures have been provided. Incorrect or incomplete information will delay your application.

**Notes:** 1. Occupants over 18 who wish to have their mail redirected **must print and sign their name below.**

Occupants under 18 **must have a parent or guardian sign for them** and insert their date of birth in space provided\*. (Use a separate page if necessary)

**Person 1**  
Title: PLEASE TICK  Mr  Mrs  Ms  Other

First Name:

Surname:

Signature 1:

**Person 2**  
Title: PLEASE TICK  Mr  Mrs  Ms  Other

First Name:

Surname:

Signature 2:

Tick box for occupants under 18 and supply date of birth

D D M M Y Y

Date of Birth\*:

(if applicable)

**Person 3**  
Title: PLEASE TICK  Mr  Mrs  Ms  Other

First Name:

Surname:

Signature 3:

Tick box for occupants under 18 and supply date of birth

D D M M Y Y

Date of Birth\*:

(if applicable)

I/We have read and agree to the attached terms and conditions of An Post's Residential Redirection Service.

Signed

### Part 3 – ADDRESS DETAILS

(Please note that **No Changes** can be made once the Redirection service has started and that you may be contacted to confirm the addresses provided)

**Old address details:**

Building No.

Town:

County:

Eircode:

**New address details:**

Building No.

Town:

County:

Country:

Eircode:

Email:

An Post may use the change of address details you have provided to update internal databases controlled and operated by An Post. If you do not wish your change of address details to be used to update internal databases controlled and operated by An Post, please tick box.

An Post may provide your change of address details to a third-party to be used for direct marketing purposes. If you do not wish your change of address details to be used for direct marketing purposes by a third-party, please tick box:

**Please make sure you have supplied the following (please tick):**

The reason for booking An Post's Redirection Service  Full contact details including old and new addresses

Details of everyone who would like their mail redirected, (including dates of birth for all minors)  Authorising Signature for minors

### Part 4 – REDIRECTION & PAYMENT DETAILS

Note: At least 5 working days' notice is required to put a Redirection service in place.

Requested Start Date:

D D M M Y Y

If Temporary, Specify End Date:

Service required for:  3 Months  6 Months  12 Months

Payment method:  Post Office  Credit/Debit Card

(Please fill in details below. Name on Credit/Debit card must match the name of one of the applicants above)

**You should ONLY complete the section below if you will be posting this form to us directly in the Redirection Unit and paying by Credit/Debit card.**

Name of Card Holder:

Card Type:  VISA  MasterCard®  Signature of Card Holder:

Card Number:

Expiry Date:

M M Y Y

Card Holder's Address:

Building No.

Address:

Town:

County:

Country:

Eircode:

