

## Moving House?

### 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 or apply online at [anpost.com/redirection](https://anpost.com/redirection)

#### How to Apply

Bring the fully completed form with suitable identification, the fee and any supporting documentation to any Post Office

or

You can apply for this service online at [anpost.com/redirection](https://anpost.com/redirection)

**Please note: at least 5 working day's notice is required**

#### Residential Fees for Redirection to:

	Residential - In Ireland	Residential - Abroad
<b>Up to 1 month</b>	€35 per address	€50 per address
<b>Up to 3 months</b>	€90 per address	€125 per address
<b>Up to 6 months</b>	€140 per address	€190 per address
<b>Up to 12 months</b>	€180 per address	€240 per address

#### Proof of I.D. Accepted at the Post Office

- **Driving licence** (showing the address mail is to be redirected from)
- **Passport**
- **Employer photo I.D.**
- **Student photo I.D.** (from a third level college)

#### Proof of Address Accepted at the Post Office

- **Utility bill** (showing the address mail is to be redirected from) within the last 5 months
- **Bank/Building Society Statement** (showing the address mail is to be redirected from) within the last 5 months

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

## 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.**

1. 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.
2. The applicant(s) who sign(s) this form must be 18 years of age or older. A parent or guardian must sign their own name for a minor requesting the Service and insert the minor's year of birth where indicated.
3. We will require at least five working days' notice to put the Service in place.
4. There is a delay of at least one working day in delivery of redirected post.
5. 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.
6. Except in the case of temporary redirection, when the Service expires all post addressed to your old address may be delivered as addressed or may be returned to sender, in accordance with our operational procedures.
7. 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.

8. 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.

9. Items sent using the An Post Parcels Service (including Courier Post) will not be redirected.

10. We will not redirect post:
  - a. 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);
  - b. sent poste restante;
  - c. from a college, boarding house or similar accommodation with one delivery point; or
  - d. addressed to a PO Box.

11. 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.

- a. if the deceased person left a will, probate of the will must accompany this application form which must be signed by all the executors;
- b. if the deceased person left a will but there is a delay in obtaining probate, a copy of the will and a letter from the executors stating that probate has been applied for and that they know

## TERMS AND CONDITIONS

of no reason why it will not be granted must accompany this application form which must be signed by all the executors;

- c. if the deceased person did not leave a will, letters of administration of the deceased person's estate must accompany this application form which must be signed by the administrators of the estate;
  - d. 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);
  - e. We reserve the right to request further documentary proof of any applicant's entitlement to receive the post of deceased persons.
12. 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.
  13. 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.

14. 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.
15. This agreement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.
16. 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.

**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 Freepost Dublin 1, D01 F5P2**

02/19 ResRed

## Residential Redirection



**Moving home? Make sure your mail moves with you.**



Please complete the form in BLOCK LETTERS. At least 5 working days notice is needed to put a Redirection Service in place.

## Part 1 - REASONS FOR BOOKING AND DURATION OF SERVICE (Tick appropriate box)

Reference Number:

Reference Number:

D D M M Y Y

Requested start date

Permanent

Temporary

Is this Redirection

Permanently

Service required for  1 month  3 months  6 months  12 months

If temporary, specify end date

D D M M Y Y

Moving home  Deceased with will\*  Deceased without will\*  Power of Attorney†  Ward of Court\*  Other

\*Please refer to T&C 1.1, additional documentation is needed. †Please refer to T&C 1.2, additional documentation is needed.  
 ◊At least 5 working days notice is needed to put a Redirection Service in place.

## Part 2 - CUSTOMER DETAILS

Each person listed must sign the form to give permission for their mail to be redirected. The year of birth must be provided for all persons under 18. Incomplete application forms will be returned seeking the required information. This will delay your application.

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

Parents/guardians **must sign their own name** on behalf of all **persons under 18** and provide their **year of birth.**

### Primary Applicant

Title  Mr  Mrs  Ms  Other   
 Name   
 Surname   
 Signature 1

### Person 2

Title  Mr  Mrs  Ms  Other   
 Name   
 Surname   
 Signature 2

Parents/guardians **must sign their own name** on behalf of all **persons under 18** and provide their **year of birth.**

Tick box for persons under 18 and supply year of birth.

Year of Birth\* (if applicable)

### Person 3

Title  Mr  Mrs  Ms  Other   
 Name   
 Surname   
 Signature 3

### Person 4

Title  Mr  Mrs  Ms  Other   
 Name   
 Surname   
 Signature 4

Parents/guardians **must sign their own name** on behalf of all **persons under 18** and provide their **year of birth.**

Tick box for persons under 18 and supply year of birth.

Year of Birth\* (if applicable)

Parents/guardians **must sign their own name** on behalf of all **persons under 18** and provide their **year of birth.**

Tick box for persons under 18 and supply year of birth.

Year of Birth\* (if applicable)

## Part 3 - CONTACT & ADDRESS INFORMATION

The addresses cannot be changed once your Redirection Service has started.

### Contact Details

Contact number   
 Email

### Old address

Address 1   
 Address 2   
 Address 3   
 Address 4   
 County  Eircode

### New address

Address 1   
 Address 2   
 Address 3   
 Address 4   
 County  Eircode   
 Country

If you wish your change of address details to be used to update our TV Licence database, which is controlled and operated by An Post, then please tick the box here.

