

ORIGINAL

Application to Redirect Mail



1 **Start date** of your Mail Redirection Service — allow **3 full working days** (Monday to Friday) for the service to start

2 **Finish date:** For a **PERMANENT** move (**not** returning to the old address) — service is to finish after: 1 month 3 months 6 months 12 months
OR
For a **TEMPORARY** move (**returning** to the old address at the end of service) — service is to finish on

3 **OLD** mailing address

NEW mailing address

SUBURB		
STATE		POSTCODE

SUBURB		
STATE		POSTCODE

If you already have a **current** redirection service for this old address, please cancel the existing service before lodging this application.

COUNTRY (other than Australia)		
OVERSEAS ZONE:	ASIA PACIFIC <input type="checkbox"/>	REST OF WORLD <input type="checkbox"/>

4 **FULL NAME** of **each** person or business/organisation covered by this application

TITLE (MR, MRS etc)	SURNAME (include maiden name, if applicable)	GIVEN NAMES (in full)	TICK IF AGED 18 OR OVER	SIGN TO NOTIFY ORGANISATIONS
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

We can **notify organisations** who deal with Australia Post of your **new** mailing address. We only notify those organisations who have your details. **Each person** who wants this **free service** must sign above. (See [Free Address Update Service](#))

5 Are you redirecting mail for (tick all applicable): **deceased estate** **private individuals** **business/organisation** ABN

6 As part of your Mail Redirection Service, we can send you **valuable information** which can help you in your new home — such as free offers, discounts, and information about other products and services from Australia Post and participating businesses. **Tick** if you do **not** want to receive this free information.

7 Details of the person lodging this form

TITLE	SURNAME (include maiden name, if applicable)	GIVEN NAMES (in full)

E-MAIL ADDRESS By giving us your e-mail address, we can provide valuable information to help you in your new home.

DAYTIME PHONE (STD) AFTER HRS PHONE (STD)

MOBILE PHONE To help you in your new home, we can SMS you with free offers, discounts and information about other products and services from Australia Post and participating businesses. **Tick** here to receive offers.

8 **Declaration by the person lodging this form** — I have **authority** to include the people listed above. I understand it is a **criminal offence** to redirect a person's mail without their authority or to give Australia Post false or misleading information. I have read and understood the **terms and conditions** (on the back of the customer copy).
Signature **Date**

CRN:

OFFICE USE ONLY

- Checklist**
- Q1 Allow 3 full working days
 - Q2 Details for perm/temp correct
 - Q3 Info legible
 - Q4 Complete and legible; if no signature, confirm with customer
 - Q5 Selected one or more
 - Q6 If not ticked, confirm with customer
 - Q7 Name legible, at least one phone no.
 - Q8 Signed and dated

Photo ID – driver's licence or passport
ID Type:

ID No:

OR — 2 forms of document ID which show name, address and signature
ID Type:

No:

ID Type:

No:

If applicable, document sighted

- Pension card Written authority
- Stat dec Business reg docs

Charge category

- Other Service delivery
- Business Box diversion
- Concession Deceased estate
- Staff Bankruptcy trustee
- Asia Pacific Rest of World

Amount paid \$

- Attach receipt to customer copy, and attach copy of receipt to the back of the LH corner of this sheet (not on the barcode corner)
- Advise customer to keep copy/CRN

DATE STAMP

Accepting officer's name

CUSTOMER COPY

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STATE		POSTCODE	

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NEW mailing address

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STATE		POSTCODE	
COUNTRY (other than Australia)			
OVERSEAS ZONE:	ASIA PACIFIC <input type="checkbox"/>	REST OF WORLD <input type="checkbox"/>	

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Signature Date

Customer Reference No.

After you have lodged **both** copies, this copy will be given to you to **keep** for your records and for any enquiries

Customer Enquiries

 **13 13 18**

Quote your Customer Reference No.

Amount paid \$

DATE STAMP