

# Make sure your post follows, wherever you go.

If you're moving house or premises, working abroad or enjoying an extended holiday, there's no need to risk losing out on vital household or personal post.

Our quick and easy-to-use Redirection Service makes sure your post follows you, whether its the next street, parish, country or even the other side of the world.

As soon as we activate this service

your post will be redirected from your established address to another physical address within the Bailiwick, the UK or overseas or, if you prefer to a PO Box.

Parcels can also be redirected to Bailiwick, UK, Jersey and Isle of Man addresses.

Prices start from just £30.00 for one month's Bailiwick redirection and from only £15.00 for one month's renewal.

**Simply fill in the Redirection form, making sure that everyone who wants their post redirected signs the form.**

Post or take your completed form together with your payment (cheque, cash or debit card) to any of our branches with proof of ID and address. Payment can also be made by bank transfer, contact customer services for full details.

Customer Services,  
FREEPOST,  
Envoy House,  
La Vrangue,  
St. Peter Port,  
GUERNSEY



# Post Redirection

Make sure your post follows, wherever you go.

Details & Application Form



# Post Redirection Application

PLEASE COMPLETE USING BLOCK CAPITALS

**Important:** Please read the terms and conditions below



Is this an extension of a current Redirection? Yes  No

**Please note:** Maximum redirection period is 12 months (4 months for redirecting post from a closed PO Box)

**Please send completed forms including a copy of your photo ID and proof of address (see terms and conditions below).**

Businesses requiring a redirection of post should provide a covering letter on company headed paper signed by an authorised person. For households, etc. **all named persons must sign.** (A parent or guardian should sign for a child below the age of 16)

**ALL PERSONS WHO WANT THEIR POST REDIRECTED MUST SIGN HERE**

Title (Mr, Mrs, Miss, Ms)	Initial	Surname	Signature

Old address	Postcode
New address	Postcode
Old house name of new address (if applicable)	Contact number

Will you be returning to your original address? (ie. is the move temporary?) No  Yes  (Please remember to confirm return date)

Redirection to commence on  day  month  year and to cease on  day  month  year inclusive

Total amount paid £

You will receive notification of your Redirection service to your old address. **7 days notice should be given before you want Redirection to commence.**

**Warning: Criminal diversion of postal packets from an addressee is an offence under Section 45 of the Post Office (Guernsey) Law, 1969.**

**The penalty is a significant fine or imprisonment for a term not exceeding six months.**

**Guernsey Post Limited** Registered Office: Envoy House, La Vrangue, St. Peter Port, GUERNSEY GY1 1AA Tel: 01481 726241 Fax: 01481 712082

www.guernseypost.com Registration number 38693

## Costs for Redirection\*

Months	Bailiwick	to Jersey/UK	to Europe	Rest of World
1	£30.00	£40.00	£70.00	£115.00
3	£55.00	£80.00	£160.00	£285.00
6	£85.00	£135.00	£280.00	£515.00
12	£145.00	£236.00	£520.00	£970.00

\*Prices include a non-refundable set-up fee of **£15.00**

During the Redirection period, we strongly recommend you pass on your new address details to anyone sending you post as quickly as you can. Please read the full terms and conditions below before taking up this service.

## Costs for renewing an existing Redirection\*\*

Months	Bailiwick	Jersey/UK	Europe	Rest of World
1	£15.00	£25.00	£55.00	£100.00
3	£40.00	£65.00	£145.00	£270.00
6	£70.00	£120.00	£265.00	£500.00

\*\*No set-up fee is payable for extension of an existing contract, provided notice of renewal is made at least seven days before the expiry date.

**Terms & Conditions** Post will be redirected for anyone at your old address provided details and signatures are given on the application form. Photo identification is required, i.e. passport, driving licence or photo ID card. Proof of address e.g. a recent utility bill from your current address (no more than 3 months old). The fee covers redirection of post, for one household or company with a single address, subject to signatures on the application form. Post can be redirected for up to 12 months from a physical address and for up to 4 months from a closed PO Box. By setting up a redirection, **all** post will be redirected to Bailiwick, UK, Jersey and Isle of Man addresses. If your new address is overseas, items below 2kg for international destinations will be forwarded on a weekly basis but items over 2kg or sent via ParcelForce will be returned to sender. The service is open only to applicants who occupied or rented the old address. Redirections will be not possible if your old address was a hotel, boarding house, club, or any other type of transient lodging. Post can only be redirected for up to one month from a Poste Restante address. **Proof of Power of Attorney is required to redirect post for deceased persons. Forms (including a copy of your photo ID and proof of address) must be handed in, or posted, to Guernsey Post, together with your payment, at least 7 working days before the redirection is required. Redirection of post for businesses must include a letter, signed by a director or person in authority, on company headed paper.** Businesses with multiple addressees will be quoted a price on application. A **£15.00** set-up fee is included in the price of setting up a new redirection instruction. If you wish the redirection to extend beyond the period for which you have paid, you must submit a new application form, along with additional payment, at least 7 working days before the date of expiry. Renewals are charged at multiples of the first month rate unless you are extending to a standard period i.e. 3 or 6 months. Failure to give 7 working days notice for renewals may result in a **£15.00** set-up fee being charged.

**Privacy Promise** Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy promise at [www.guernseypost.com/data-protection-policy](http://www.guernseypost.com/data-protection-policy)