

Title of Person 2: - please cross (x) the relevant box (Please state)

Mr	<input checked="" type="checkbox"/>	Mrs	<input checked="" type="checkbox"/>	Miss	<input checked="" type="checkbox"/>	Master	<input checked="" type="checkbox"/>	Other	
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Full name of Person 2 as stated in their Identity/Civilian Registration card:

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Identity/Civilian Registration Card number:

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Signature:
(Only if over 18)

Date:

D	D		M	M		Y	Y	Y	Y
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Title of Person 3: - please cross (x) the relevant box (Please state)

Mr	<input checked="" type="checkbox"/>	Mrs	<input checked="" type="checkbox"/>	Miss	<input checked="" type="checkbox"/>	Master	<input checked="" type="checkbox"/>	Other	
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Full name of Person 3 as stated in their Identity/Civilian Registration card:

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Identity/Civilian Registration Card number:

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Signature:
(Only if over 18)

Date:

D	D		M	M		Y	Y	Y	Y
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Title of Person 4: - please cross (x) the relevant box (Please state)

Mr	<input checked="" type="checkbox"/>	Mrs	<input checked="" type="checkbox"/>	Miss	<input checked="" type="checkbox"/>	Master	<input checked="" type="checkbox"/>	Other	
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Full name of Person 4 as stated in their Identity/Civilian Registration card:

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Identity/Civilian Registration Card number:

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Signature:
(Only if over 18)

Date:

D	D		M	M		Y	Y	Y	Y
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SECTION 4 - Redirection start date? (Not earlier than 5 working days after application)

Start date:

D	D		M	M		Y	Y	Y	Y
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FOR OFFICE USE ONLY

Date of receipt of Application:

D	D		M	M		Y	Y	Y	Y
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Payment received via: (Please cross (x) the relevant box)

Card	<input checked="" type="checkbox"/>	Cheque	<input checked="" type="checkbox"/>
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Redirection of Mail to a private residential address in Gibraltar

Guidance Notes

If you have moved, planning on moving, or simply planning to be away from your home in Gibraltar for at least a year, you will want to make sure you continue to receive mail. Medical appointments, mortgage updates, bank statements, utility bills and any other important documents could go missing and may create problems for you in the future. If your mail is not re-directed, there is a risk that it could go astray and fall into the wrong hands. It is not just convenient but safer too to redirect your mail.

Fill in the form in **CAPITAL LETTERS** using a biro and writing only within the boxes. Your application may be delayed and/or declined if it is incomplete, you make a mistake or if you do not enclose the applicable fee.

Completing the Mail Redirection Application Form is easy, and the information requested to activate this service is simple, as outlined below:

SECTION 1 – What are your old and new addresses?

It is important that in this section you indicate clearly both your old and new addresses in Gibraltar. Please note that you must have recently lived at the address from which you are now redirecting mail.

SECTION 2 – Particulars of Person making application

The applicant must be at least 18 years old to apply for the redirection of mail. In this section please include the applicant's full name and contact details. The contact details provided in this section will be those that we will use in order to contact you to keep you informed on any matter related to the redirection of mail. By submitting this form the applicant acknowledges that we may contact him/her by post, telephone and/or email.

SECTION 3 – Whose mail requires redirection?

Please include the details of all those persons in the old address, as outlined in Section 1, that require mail to be redirected to the new address. Other persons at the old address (maximum of 4) may also apply to have their mail redirected to the new address, but only if they have given their consent or they are under 18 years of age and the applicant is their parent or guardian. Persons over the age of 18 give their consent by signing in this section after their personal details. Under 18s are not required to sign, as the applicant is acting on their behalf.

SECTION 4 – When do you want the redirection to start?

We require at least 5 working days to set up your redirection, therefore, the day you provide in this section must not be earlier than 5 working days after submission of the Mail Redirection Application Form.

Other Information

FEE

The fee must be paid on submission of application and before the redirection commences. The fee is non-transferable and may not be used in lieu of payment towards any other services offered by the Royal Gibraltar Post Office (RGPO). Refund of the fee, or part thereof, is only permissible in accordance with the provisions outlined in the RGPO's Refund Policy. The RGPO's Refund Policy is available upon request.

PERIOD OF REDIRECTION

The request for the redirection of mail will be active for a period of 12-months from the start date outlined in section 4 of the Mail Redirection Application Form. The period may be extended upon payment of fee.

CANCELLATION OF A REDIRECTION

You may cancel your redirection at any point by contacting our Customer Services via email: ccolettermail@post.gi

Refund of any monies will be made in accordance with the provisions outlined in the RGPO's Refund Policy.

INFORMING CORRESPONDENTS

It is your responsibility to inform correspondents (*Bank(s), Gibraltar Health Authority, Civil Status & Registration Office, Land Property Services etc*) the details of your new address in Gibraltar. It is therefore advisable that you do so immediately.

ADDRESSES WE ARE UNABLE TO REDIRECT FROM

We are unable to redirect mail from multiple occupancy residences, such as hotels, guesthouses, clubs, nursing/care homes or similar accommodation.

FURTHER REDIRECTION SERVICES

We can also redirect mail on behalf of someone for whom you have power of attorney, deputyship or any other legal authority in Gibraltar. Proof will be required and only original documents will be accepted.

If you are applying as a Personal Representative or Power of Attorney, a certified copy of legal document/power of attorney must accompany the Mail Redirection Application Form.

If you are applying on behalf of a deceased person, we will require the original death certificate, proof of authority, for example as an executor of a Will (Grant of Probate) or as Administrator of the Estate of the Deceased (Letter of Administration) or any other certified legal document to prove that you are the Next of Kin.

SECURITY

For security purposes, the RGPO will not set up a redirection unless we are satisfied as to your identity and authority to make an application. To redirect mail without proper authority is a criminal offence.