

# REDIRECTION NOTICE

A56:116.A

(This form is to be completed by the Applicant only and returned to the Post Office)

1. PRINT OR TYPE INFORMATION CAREFULLY
2. READ CAREFULLY INSTRUCTIONS/CONDITIONS ON FOLLOWING PAGE

**VALID FOR SIX MONTHS**

NAME OF APPLICANT .....

*Name & Signatures of Householders other than Applicant*

(1) .....

(2) .....

(3) .....

(4) .....

OF (OLD ADDRESS).....

**TO BE REDIRECTED TO: -**

NEW ADDRESS .....

**FROM** (Date) ..... **TO** (Date) .....

## DECLARATION

**I, .....** have given the Postmaster  
**General permission to redirect my mail.**

.....  
*Signature of Applicant(s)*

National I.D. No. .... Date .....

Verified by Accepting Officer ..... Date .....

### FOR OFFICIAL USE ONLY

Submitted by Applicant  Yes  No  
Power of Attorney

Investigated by: .....  
Date Approved  Not Approved

If not approved Reason .....

Noted By: -  
Postmaster ..... Date.....

Circulation Branch ..... Date.....

Officer In Charge Postmen ..... Date.....

Postman ..... Date.....

## CONDITIONS FOR REDIRECTION OF MAIL

- i. A fee of four dollars (\$4.00) or its equivalent in postage stamps must accompany each Redirection Notice.
- ii. It is mandatory for each adult over the age of sixteen (16) in a household to sign the Redirection Notice.
- iii. The names of minors under the age of sixteen must be included on the redirection. Their signature is not necessary.
- iv. Mail will not be redirected without a signature.
- v. Unless a legal Power of Attorney has been granted, one member of a household cannot sign on behalf of another.
- vi. Power of Attorney **MUST** be produced for the redirection of mail of deceased persons.
- vii. Where required, Powers of Attorney must be brought into Post Offices with applications.
- viii. Identification, preferably National ID, must be presented by the applicant.
- ix. Redirection Notices are accepted at any Post Office.
- x. If this form is not submitted by the applicant, an investigation will be carried out to determine its validity.
- xi. In the event that a redirection is received from a company or business, an official stamp must be affixed.

## WARNING

The above security precautions are necessary for the safe delivery of your redirected mail. Directions must be **CAREFULLY** followed to ensure that unauthorized persons do not have access to your mail. **PLEASE** cooperate fully with Postal Officials.