



Mail Redirection Form

Date

Client's Old Address Information

Contact person

Unit/Apt/Suite/Floor

Parish/City

Country

Telephone Number 1

Type of Photo Identification Provided?

Client's New Address Information

Unit/Apt/Suite/Floor

Parish/City

Country

Note: International Mail Redirection Service fees apply.

OFFICE USE ONLY

Swift Account Number:

Proof of Address:

Identification Verified: Yes No

Validated By:

International Redirect Fees Paid \$

Business name

Building Number and Street Name

Postal Code/Zip code

E-mail Address

Telephone Number 2

Photo Identification Number

Local International

Building Number and Street Name

Postal Code/Zip code

I have read and understand the Terms and Conditions for a Local or International Mail Redirection Service.
Signature:



Please list all individuals/businesses at the old address with different first and or last names who receive mail and would like to forward it to the new address. Please provide different individual's photo identification for those individuals over the age of 18 yrs. Multiple companies relocating will need a letter from the Managing Director(s) listing all companies name below. The Bermuda Post Office will not forward mail for individuals/companies not listed below.

Names (First and Last)	Type of Photo ID	Photo ID Number
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Terms and Conditions

Fees: The Local Mail Redirection Service is a free one-time service for a three month period to help you in the transition. The International Mail Redirection Service is a renewable three month service for a \$25.00 administration fee plus a first time minimum \$50.00 non-refundable postage fee used in forwarding your mail and packages. Addition postage funds can be added based on your needs. Service periods can be extended for an additional \$25.00 administration fee for each three month period.

Service Level: With any Mail Redirection Service expect delays in receiving correspondence with your old address. To avoid delays in receiving mail item and package it is more expedient to supply your correspondence with your new address. With local mail redirection, items have to be processed again from your old address to reach your new address. With an international mail redirection service, your mail is accumulated and dispatched depending on the frequency you determined. With any Mail Redirection Service, mail items are forwarded from your old address to your new address with a Mail Redirection sticker to cover the old address. For your convenience the service expiry date is on the new address label to inform you when the service will be ending.

Cancelling or End of Mail Redirection Service: At the end of the three month period all mail received with your old address will be "Returned to Sender" locally and internationally. To avoid any mail items being returned, please use the three month period to inform your correspondence of your new address. If cancelling the Mail Redirection Service for any reason please visit the Sub Post Office which receives your mail for the old residence or business address. Proof of Identification will be required to ensure your mail security. If you cannot visit the Sub Post office please contact use at (441) 294 0457 or e-mail your request to postoffice@gov.bm. A Customer Service Representative will help you with your request.

Stopping/Redirecting Mail for Deceased Person or Power of Attorney: The Bermuda Post Office can accommodate stopping or redirecting mail for a deceased or incapacitated person with a power of attorney order. Please present the power of attorney order and individual's photo identification and your photo identification when making the request to stop (Return to Sender) or redirect mail.

Granting or Cancellation of Redirection Service: The Postmaster General may grant or extend an application for a local or international mail redirection service which meets the requirements of the Post Office Act and Regulations. The Postmaster General may also refuse an application for a redirection service where in their opinion such as service would be impractical. A customer can terminate a redirection service at any point during the period by contacting the Bermuda Post Office with the request. Additional information and proof of identity may be required. Any funds paid for redirection service are non-refundable. The Bermuda Post Office reserves the right to cancel or suspend any mail redirection service at any time without notification for: health and safety, fraudulent or criminal intent, force majeure, non-entitlement of service, non-payment of any fees or as a result of a court or any other legal or regulatory decision or requirement. Mail Redirection Services cannot be provided for:

- Hotel, guest house or temporary visitor accommodations;
- Individual using a School's, college's or dormitory address;
- Individual using Nursing home's or hospital's address;
- Multi-occupied addresses such as but limited to:
 - Trust Companies (individual accounts);
 - 3rd Party Service providers of mail boxes or suites;
 - Banks, law firms or holding companies (individual accounts);
 - Staff Quarters;
 - General address used by multiple commercial or residential entities;
 - Harbors, Ports, Marinas or Docks where a general address is used;
 - Military bases.