



Change of Address Form

General Post Office

Route Number

Change of Address Order

FEEs

Local - \$2.00

Overseas - \$5.00

(In Stamps)

1. Change of Address for (tick ==>)

Individual

Entire Family

Business

2. Start Date

If temporary address, print dates to
discontinue forwarding

3. Print Full Name(s), Business Name

Contact #:

ID Type:

ID No.:

4. Print Old Mailing Address

Supervisor Endorsement / Remarks

Date:

5. Print NEW Mailing Address

Postman Endorsement

Date:

6.

Signature and Date (Above)

OFFICIAL USE ONLY

POST OFFICE NOTICE TO CUSTOMER

Mail Forwarding / redirecting will be done for three (03) months (*from the start date*).

During this period arrangements **MUST** be made to rectify your mailing address.

Please be guided accordingly.