

# Redirecting your mail with Australia Post

HotSnail makes no guarantees about the accuracy of information contained here within. Australia Post may change their policies at any time without notice.

There are currently 2 ways to redirect your mail with Australia Post:-

- 1 In Person at an Australia Post store (Recommended).
- 2 Online at Australia Post's website.

## Applying in person

This is the fastest method for redirecting your mail because Australia Post won't currently allow you to add your Mail ID to the redirection on their online system. Australia Post has advised us that this will be fixed in the near future.

Download the redirection form from Australia Post website.

(Currently <https://solutions.auspost.com.au/MRSOCOAN/formGeneration/redirectMail> )

Complete the form as requested be sure to add your mail ID to the redirection address.

is to finish after:	1 month <input type="checkbox"/>	3 months <input type="checkbox"/>	6 months <input type="checkbox"/>	12 months <input type="checkbox"/>
service) service is to finish on	<input type="text" value="DD / MM / YY"/>			
<b>NEW</b> mailing address				
PO BOX 16				
ID#12345				
SUBURB	NOBBY BEACH			
STATE	QLD	POSTCODE	4218	
COUNTRY (other than Australia)				
OVERSEAS ZONE:	ASIA PACIFIC <input type="checkbox"/>	REST OF WORLD <input type="checkbox"/>		
GIVEN NAMES (in full)	TICK IF AGED 18 OR OVER <input type="checkbox"/>		SIGN TO NOTIFY ORGANISATIONS	

- Please change ID#12345 to the mail ID we have provided you.

Lodge the completed for at your [local Australia Post store](#).

We also recommend confirming with the shop assistant that the Mail ID will be displayed on the redirection.

## Applying Online

We don't recommend applying for your redirection online until Australia Post fixes their application process. Currently Australia Post's online redirection does not allow you to add the Mail ID to your Mail Redirection online. Australia Post will however send a letter to your HotSnail account requesting you to confirm the details of your redirection and then you can update your redirection to include your Mail ID via that form.

### Steps to apply online

Visit [Australia Post Mail Forwarding Services Website](#)

Click "Apply online to redirect or hold your mail"

Choose the Type of Mail Redirection

Sign in or create an account with Australia Post.

Complete the application as prompted.

## Mail Redirection service application



Please tell us the address you would like to redirect your mail to.

A screenshot of the Australia Post Mail Redirection service application form. The form fields are as follows:

- Address line 1: PO Box 16
- Address line 2: (empty)
- Suburb: Nobby Beach
- Postcode: 4218
- State: QLD (dropdown menu)
- Country: Australia (dropdown menu)

At the bottom of the form, there is a checkbox labeled "Update the address in my Australia Post ID." which is currently unchecked.

### IMPORTANT STEP

Your Mail ID will not be added to the redirection at this time, Australia Post will send a letter to you via your Hotsnail account. That letter contains a form which must be completed to update your address to include your Mail ID. The form must be returned to Australia Post by mail within 30day of receiving that letter. Failure to complete this step could result in search fees added to your account.

If you ever feel that you have being unfairly charged search fees, please contact us.