

# Authority to Sign

Tell us where to deliver your parcels which require a signature when you're not at home.



Authority to Sign is a free service from Isle of Man Post Office, which enables us to deliver items requiring a signature while you're not at home.

All you need to do is to complete the form overleaf, which must be signed by all adults (those 18 or over) at the property. Your Post Person can then sign for the item on your behalf and deliver whilst you're not home.

Completed forms should be sent to:

**Authority to Sign Applications**  
**Isle of Man Post Office**  
**Postal Headquarters**  
**Spring Valley Industrial Estate**  
**Douglas**  
**ISLE OF MAN**  
**IM2 1AA**

## IMPORTANT

- This form **MUST** be signed by all adults (those 18 or over) requesting this service.
- If items are too large to fit through your letterbox, you must have a nominated 'Safe Place' for us to deliver while you're not at home. Visit [iompost.com/safeplace](https://iompost.com/safeplace) for more details.

T: 01624 664664

E: [customer.services@iompost.com](mailto:customer.services@iompost.com)

Isle of Man   
**Post Office**  
Oik Postagh Ellan Vannin

**Authority  
to Sign**

[iompost.com/ats](https://iompost.com/ats)

# Authority to Sign

Important letters and packets can be waiting for you when you get home without the inconvenience of collecting them from the sorting office, saving you time and trouble!

If the package needs to be signed for then you can authorise your post person to sign for it on your behalf if you are not at home. Simply complete the form below, which should be signed by all adults (those 18 or over) requiring the service and return to our Customer Services team.

If items are too large to fit through your letterbox you must nominate a Safe Place for us to leave your items.

Visit [www.iompost.com/safeplace](http://www.iompost.com/safeplace) for more information.

## PROVIDE AUTHORITY TO SIGN ON YOUR BEHALF

I / we authorise the post person to sign for items the post person can deliver as normal



## COMPLETE YOUR DETAILS - ALL ADULTS REQUIRING THIS SERVICE MUST SIGN THIS FORM

### LEAD CUSTOMER

Full name:

Address:

Postcode:

Signature of lead customer:

### OTHER CUSTOMERS AT THIS ADDRESS

Full name:

Signature:

Full name:

Signature:

Full name:

Signature:

Full name:

Signature:

## DECLARATION

I confirm, on behalf of the residents at this address that Isle of Man Post Office is authorised to sign for items on our behalf.

Full Name

Signature

Date

Isle of Man Post Office takes your privacy seriously. The information you provide on this form will only be used for the delivery of this service and held in accordance with the Isle of Man General Data Protection Regulation. For the full privacy notice please visit [www.iompost.com/Privacy](http://www.iompost.com/Privacy).

This is not a scheme which is governed by section 13 of the of the Post Office Act 1993 ("the Act") and the provisions of section 19 of the Act does not apply. By signing this form I accept that I will have no claim against the Isle of Man Post Office for non-receipt of or damage to the item(s) occurring after delivery. I agree that this authority will remain in force until Isle of Man Post Office is notified otherwise.

For more information please visit [iompost.com/ats](http://iompost.com/ats) or call Customer Services on **01624 664664**.