

For Royal Mail Use Only:  
Ref No - .....

# Stamp Swap Out Form



**Non-barcoded stamps can be used until 31 January 2023. We encourage you to use up your stamps, if possible, before then. Please use this form to swap your unused stamps for new barcoded stamps.**

See [royalmail.com/barcodedstamps](http://royalmail.com/barcodedstamps) for a full list of accepted stamps along with our Terms & Conditions.

## Please read before completing Sections 1 and 2

- We will swap eligible non-barcoded stamps up to the value of today's tariff.
- Eligible stamps are the regular 1st and 2nd Class 'everyday' stamps featuring the profile of HM The Queen and **those that show any other value.**
- Non-barcoded Christmas themed stamps continue to be valid for postage and should not be sent for swap out. We are **not** barcoding Special Stamps i.e. pictorial stamps issued to commemorate anniversaries and events. These remain valid for postage and do not need to be sent in for swap out.
- We will not accept stamps that have already been used for postage.
- Self-adhesive stamps must be attached to their original backing paper or book.
- Individual stamps that are not self-adhesive must be stuck to this form within the box overleaf.
- We will accept the value of up to £200 on this form. If you need to send stamps to a value of more than £200 you will need to complete a Bulk Stamp Swap Out form which can be found at [royalmail.com/barcodedstamps](http://royalmail.com/barcodedstamps)
- We will use your personal data to process your Swap Out only. Your details will not be used for marketing purposes.
- We aim to process your application within 7 working days but this cannot be guaranteed.

Examples of stamps accepted for Swap Out



Examples of stamps **not** accepted for Swap Out



## 1. Personal Details

Please use CAPITALS and a blue or black pen for all your answers

**Name:** .....

**Company Name:** (if applicable) .....

**Address:** .....

**Postcode:** .....

## 2. Stamps to be Swapped

(if this section is not completed, this may delay your application)

**Number of stamps enclosed:**

**Value of stamps enclosed:**

*(non-self-adhesive stamps to be stuck to reverse of this form)*

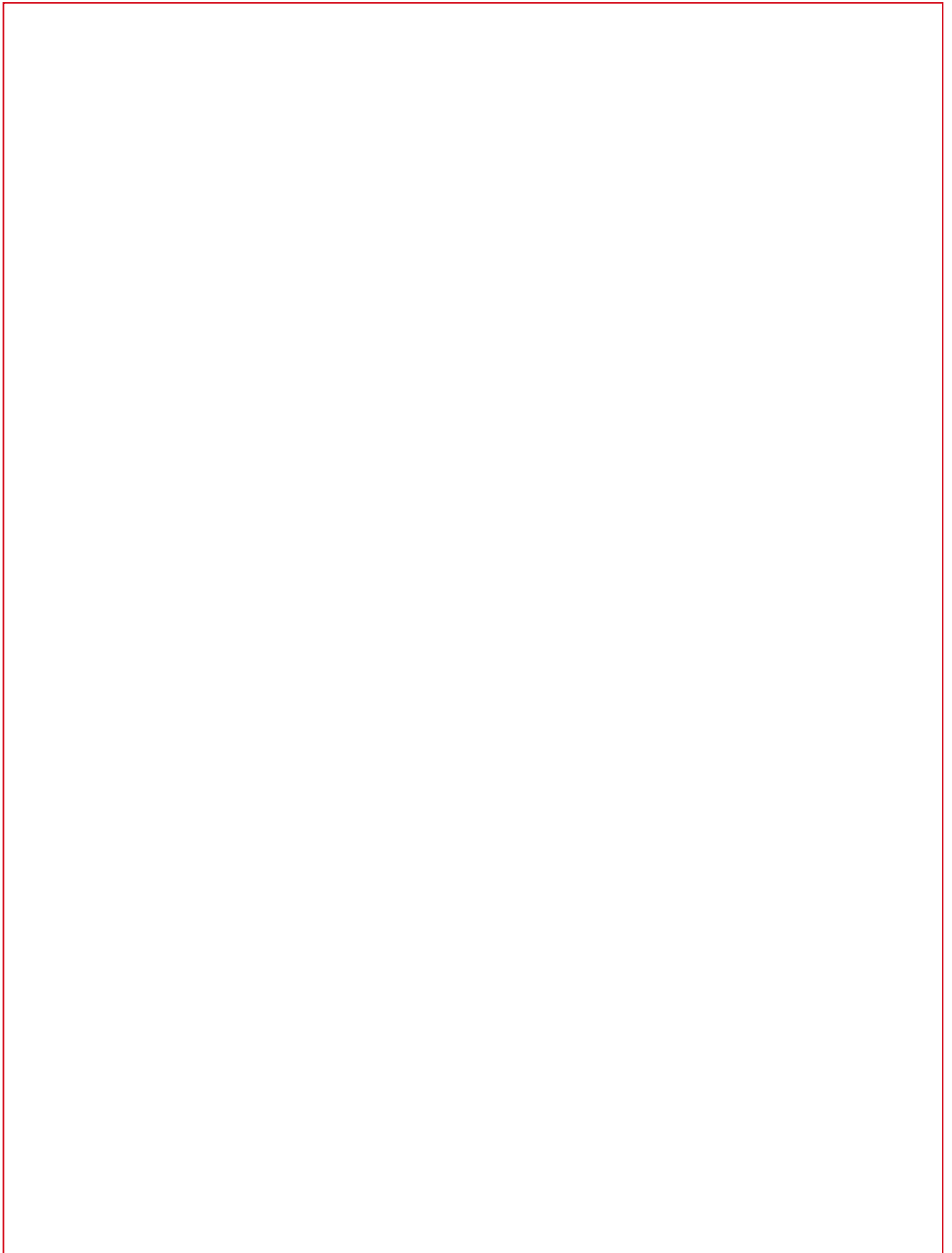
### Checklist

- Your Personal Details section 1 completed
- Stamps to be Swapped section 2 completed
- Your stamps enclosed within this form

By sending us this application form you are agreeing to the Swap Out Terms & Conditions at [royalmail.com/barcodedstamps](http://royalmail.com/barcodedstamps)

Please return this form using our freepost service addressed to: Freepost **SWAP OUT**

Use the box below to stick any stamps that are **not** self-adhesive



If you suspect fraudulent stamps then please report these to **[royalmail.com/report-stamp-fraud](https://www.royalmail.com/report-stamp-fraud)**