



# PARCEL POST

## Watch For Request

As part of our normal processing of parcels and packages, which Customs has requested be held for inspection, a printed notice is sent to the mail box listed as part of the item's delivery address. This form is to be used when an addressee wishes for the CI Postal Service to "watch for" a specific item.

In order to make a "watch for" request, the addressee **must have** a valid item number. This item number is a 13 character alpha-number unique identifier, which begins and end with two letters (i. e. CP12345679US). It is most often listed on the receipt of posting, which the sender received when the item was posted.

At this time, the CIPS is able to accept "watch for" requests only for parcel and letter pack mail services. These services are identified by either a C or an L as the first character of the tracking number.

When the item arrives, we will send you the notice via email advising that the item is ready for collection.

Item Number

Contact Information

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First Name

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Last Name

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PO Box

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Postcode

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Telephone number

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Email Address

***By submitting this request, I hereby confirm that I am the intended addressee or I am an authorised agent of the addressee.***