

CIVIC ADDRESS CHANGE CHECKLIST

This checklist is intended to help residents, property owners and businesses update their address following a street name and/or civic number change. The checklist provides general information meant to assist with the process.

Government agencies and important service providers should be notified as soon as possible following the date the civic address and/or street name change comes into effect. Following the address change, Canada Post will continue to deliver mail with the old address for a period of one year (a free service provided by Canada Post for municipally initiated address changes).

The legal description of your property and your roll number will not be affected by an address change. If you have the deed to your property, it will remain valid after your address has been changed. Deeds are validated by the legal description of a property, not the street name or civic number; additionally, the municipality will pass a by-law which will be provided to the Lennox and Addington Provincial Land Registry Office.

Government Agencies & Services

Emergency Services

Details have been provided to Emergency Services (Police, Fire, EMS) and their dispatch agencies pertaining to your new addressing.

Municipal Services

Details have been provided to pertaining to your new addressing.

9-1-1 Services

It is your responsibility to change/update your 9-1-1 civic address with your 9-1-1 Service Provider. Land-line and VOIP Phone customers must personally contact their service providers to update their location information for their 9-1-1 service to reflect your actual your physical address. For example, a Bell customer would call 310-BELL (2355) and simply say that their street address has changed. For other service providers contact their customer service.

Ontario Identification Cards (Drivers Licence, Vehicle Registration & Health Card)

You can update your address information quickly and easily for all you're provincially issued identification cards in one secure and simple step using the Service Ontario website at www.ontario.ca/addresschange, or you can proceed to the nearest Service Ontario Centre. There is no fee and your information will be updated immediately.

Driver's Licence - You are required by law to update the address on your driver's licence within 6 days following the date the civic address or street name change comes into effect.

Vehicle Registration - You are required by law to update the address on file for your vehicle registration within 6 days following the date the civic address or street name change comes into effect.

Health Card - If you currently have a health card with photo and address on it, you will receive a new health card. No address information will be shown on the new health card.

Canada Post

If this change of address has been initiated by the municipality, Canada Post will continue to deliver mail with the old address for a period of one year (a free service provided by Canada Post for municipally initiated address changes). The municipality has arranged this for you and Canada Post aware of your new address and the transition date. A Redirection of Mail Service will not need to be purchased from Canada Post.

Passport

A change of address does not invalidate a passport. If you have filled in the address information on page 4, please cross out the old address and write the new one in the space above the old address. Do not use correction fluid. If the space is insufficient, write the new information on a separate piece of paper and insert it into the passport. For information, please visit Passport Canada's website at www.ppt.gc.ca and enter "change of address" in the search option on the website.

Canada Revenue Agency

It is important to notify Revenue Canada with your new address for tax return purposes and in order to avoid any disruption to benefit payments you may be receiving. If you have registered with My Account, you can update your address online. If not, you have to update your address information by telephone **1-800-959-8281** or mail. For more information, please visit the Canada Revenue Agency website at www.cra-arc.gc.ca and enter "change of address" in the search option on the website.

Ontario Outdoors Card *(if applicable)*

Keep your current card as a new one will not be issued. Address information is not recorded on the card. You are required by law to update the address on file for your Outdoors Card within 10 days following the date the civic address or street name change comes into effect.

Other Government Services

- You can update your address information for other federal services by calling 1-800-O-Canada (1-800-622-6232) <http://www.servicecanada.gc.ca/eng/lifeevents/moving.shtml>
 - Employment Insurance Program Toll-Free: 1-800-206-7218
 - Canada Pension Plan (CPP) Toll-Free: 1-800-277-9914
 - Old Age Security (OAS) Toll-Free: 1-800-277-9914
 - Fire Arms Acquisition Card (FAC)
- Ontario Works (OW) or the Ontario Disability Support Program (ODSP)
- OSAP or other student loan providers

Home Services & Utilities

Municipal Water/Sewer *(if applicable)*

This will have been completed for you by the municipality.

Hydro One

You can update your address online at www.hydroone.com, email CustomerCommunications@HydroOneNetworks.com or you can call 1-888-664-9376.

Home Heating

Remember to update your address with heating fuel suppliers such as gas, oil, propane, etc. Union Gas can be contacted via their website at www.uniongas.com or call Customer Service at 1-888-774-3111.

Telephone, Cable & Internet Providers

Update your billing & contact information through the provider's website, or by call their customer service department. The following is a list of some service providers:

- Bell Canada: www.support.bell.ca 310-BELL (2355)
- Rogers: www.rogers.com 1-877-559-5202
- Cogeco: www.cogeco.ca 1-800-267-9000
- Telus Mobility: www.telus.com/content/help/billing 1-888-811-2323

Home Security Company

Other Home Delivery Services

E.g. Bottled Water

Community

Family Members, Friends and Other Correspondents

Canada Post will provide a limited quantity of postage-paid change of mailing address cards to customers who must change their address as a result of changes by the municipality. These courtesy changes of mailing address cards are available in all post offices.

Schools, Colleges & Universities

It depends on the school and school board, but most elementary, middle, and secondary schools send home a student information sheet at the beginning of each school year to be filled out with updated information for the student.

Newspaper & Magazine Delivery

Subscriber information can be found on line for most major local and national newspapers.

Professional Services

Workplace & Home/Personal Business

Remember to update your new address information with your employer, if applicable. Some organizations allow their employees to make this change online, while others require you to contact Human Resources department.

Doctors, Dentists, Pharmacists and other Medical Professionals

Financial Institutions

Notify all banks, credit unions, financial advisor, investment firms, and mortgage brokers of your change of address.

Insurance Companies

Call the representatives of your insurance providers, (car, home, medical, etc.) to change the address on your policy. This may also be done online, depending on the insurance company.

Other

Remember to update your address with any other companies or organizations that you regularly receive mail from, such as:

- Air Miles and other customer loyalty programs
- Professional Organizations
- Store Membership Cards
- Charities
- Fitness clubs
- Sports teams
