Task Title: Complete a Simple Personal Information Form

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☒

Task Description: Complete the personal information sections of a Canada Post Mail Forwarding (Change of Address) form.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1a

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

When preparing for a move, it is a good idea to purchase the mail forwarding service from the post office. Mail addressed to the old address will then be forwarded to the new address.

Scan the **Canada Post Mail Forwarding** form.

CANADA POST / POSTES CANADA

MAIL FORWARDING

This service is available at canadapost.ca/mailforwarding

Français au verso

SERVICE DETAILS

1. What is the service for? (Select the option that best applies)

- ☐ Moving to a new address
- ☐ Temporarily relocating and returning to original address
- ☐ Other (Manage self or other people's mail at a different address without relocating)

2. What type of mail are you forwarding?

- ☐ Residential
- ☐ Business (must also be selected for both residential and business mail)

3. Who is the service for (if residential request)?

- ☐ Yourself and any others at the same address
- ☐ On behalf of other people only

4. Does this include a deceased individual?

- ☐ Yes (also check box in the Mail Recipients section)
- ☐ No

5. Are all residents of the current address moving or temporarily relocating to the new address?

- ☐ Yes
- ☐ No

☐ **By checking this box, I understand and confirm that:**

- I am authorized to purchase Mail Forwarding on behalf of those named below;
- I have read and agree to the Terms and Conditions;
- it is a criminal offense to purchase Mail Forwarding on behalf of individuals without their prior consent; and
- the information provided will be used to forward mail upon payment.

REQUESTOR'S DETAILS

First name	Last name	Email address*	Daytime telephone no.

*By providing your email address, you will benefit from the following: receive an electronic receipt, service-related communications and offers that might interest you; and access the online self-serve tool to extend or make changes to your service. Your email is not disclosed to other organizations.

MAIL RECIPIENTS

MAIL WILL BE FORWARDED FOR NAMED MAIL RECIPIENTS ONLY. To ensure all your mail is forwarded, use your name as it appears on your government-issued photo ID. Do you go by an alternate name? ☐ Yes ☐ No
Alternate names need to be listed as additional people. You can include up to 8 names. The first four names are included in the base fee.

	Deceased		Deceased
1) First name or Business name / Last name	☐	5) First name / Last name	☐
2) First name or Business name / Last name	☐	6) First name / Last name	☐
3) First name / Last name	☐	7) First name / Last name	☐
4) First name / Last name		8) First name / Last name	

WHAT IS THE CURRENT ADDRESS?

Unit/Apt no.	Street no.	Street name	PO Box no.	RR no. (rural only)

City/Municipality	Province	Postal code

WHAT IS THE NEW ADDRESS?

Unit/Apt no.	Street no.	Street name	PO Box no.	RR no. (rural only)

City/Municipality	Province	Postal/Zip code	Country

EFFECTIVE SERVICE DATES

When will the service start? (Start date must be at least 3 business days from today)

year / month / day

Enter an end date if the service is for Temporary relocation or Other.
Mail delivery resumes the next business day following your end date.

year / month / day

Work Sheet

Task 1: Complete the Canada Post Mail Forwarding form provided using the following information:

- **You are moving to a new address**
- **The service is for you only**
- **Current address: Your mailing address**
- **New address: 123 Main Street, Ottawa, Ontario, L9L 3M3**
- **Effective Service Date: January 1 of next year**

Answer:

Task completed: Yes: ☐ No ☐