

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. It is not necessarily an exhaustive list.

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.

Updating Your Ontario Identification Cards

You can update your address information quickly and easily for all your provincially issued identification cards in one secure and simple step using the Service Ontario website at www.ontario.ca/addresschange. 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 six days following the date the civic address or street name change comes into effect. Your new driver's licence will be mailed to you within four to six weeks.

Vehicle Registration

You are required by law to update the address on file for your vehicle registration within six days following the date the civic address or street name change comes into effect. You are able to change your address on the vehicle permit online or at a Service Ontario Centre. If you change your address online you will need to visit a Service Ontario Centre to pick up a copy of your updated permit.

Health Card

If you currently have a health card with your photo and address on it, you will receive a new health card. No address information will be shown on the new health card. If you have a red and white health card or a photo health card that does not show your address on the back of the card, your information will be updated but you will not receive a new card.

Ontario Outdoors Card

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.

Updating Your Government of Canada Information

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 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.

Canada Pension Plan, Old Age Security and Employment Insurance

If you receive a Canada Pension Plan, old age security benefits, or employment insurance, you should change your address with Service Canada to ensure you continue to receive your benefits on time. Please visit Service Canada's website at www.servicecanada.gc.ca for information on how to update your address information online, by telephone, by mail or in person.

Updating Other Services and Important Contacts

Canada Post

No action is required of you. The Town will coordinate the address change with Canada Post.

Town of Newmarket Utilities and Property Taxes

No action is required of you. The changes will be looked after by the Town of Newmarket.

Enbridge Natural Gas

Your change will be circulated to Enbridge by the Town. You should confirm the change by calling 1-877-362-7434 between 8:00 a.m. and 6:00 p.m., Monday to Friday.

Newmarket Hydro

Your change will be circulated to Newmarket Hydro by the Town.

Bank(s) and Credit Card(s)

Your banking and credit card providers should be notified as soon as possible following the date the civic address or street name change comes into effect. In most cases, this can be done online.

Telephone, Mobile, Cable, Satellite and Internet Providers

Update your contact information through the provider's website, or by calling 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, 1800-267-9000
- Telus Mobility: www.telus.com/content/help/billing, 1-888-811-2323

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. The change of address can be noted at this time. You may also want to notify the school administration directly so the information is updated immediately. Universities and colleges students can update their address information online.

Workplace

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 the Human Resources department.

Newspaper Delivery

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

Insurance Companies

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

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 change of mailing address cards are available in all post offices.

Other Companies, Organizations, and Contacts

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

- Magazine subscriptions
- Air Miles and other loyalty programs
- Charities
- Fitness clubs
- Sports teams.

Updating Address Numbers on your Building

Civic Number Sign

Remember to update the civic number displayed on your building to reflect your new civic address number.