

INSTRUCTIONS: Individual Form

Please submit this information to the Inquiry Desk at 2071-2nd Avenue, Main Administration Building or mail to:

Inquiry Desk C21-A
Department of Community Services
Box 2703
Whitehorse, YT
Y1A 2C6

1. **Date to take effect:** Specify the date that you want your address change to take effect
2. **Previous Address:** Provide full address of last place of residence. Mailing address must be provided if different from street address. Please include the postal code.
3. **New Address:** Provide full address of current place of residence. Mailing address must be provided if different from street address. Please include the postal code.
4. **Provide Legal Name:** Surname, given name and middle name **MUST** be provided for each household member. A drivers licence and health card number **MUST** be provided if notifying these branches. A date of birth is required for verification purposes.
5. **Specify which departments/ branches you wish to notify:** Place a check mark in the appropriate boxes of the departments/branches you wish to notify. Note: you must already be on file or do business with the department.
5. **Employee:** If you are an employee of the Yukon Government please provide your name, employee number, department and internal mail code. Be sure to check off the Public Service box in the notification section as this affects your pay stubs and T-4 slips.
6. **Vehicle Registration:** Identify all plate numbers that you want changed
7. **Land Information:** If you own land, please provide all necessary information
8. **Signature:** One family member may sign the form on behalf of their household. If occupancy of the household consists of various roommates, then each member is required to submit a separate form.