



**DRYDEN**  
WORKING CIRCLE

## **Change of Address Checklist**

[WWW.DRYDEN.CA/WORKINGCIRCLE](http://WWW.DRYDEN.CA/WORKINGCIRCLE)

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## Introduction

This checklist is intended to help residents, property owners and businesses update their address following a street name 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 following the date the street name change comes into effect. 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).

You are able to update your address conveniently online with a number of government agencies and service providers however if you encounter any difficulties when doing so, we recommend contacting them by phone.

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](http://www.ontario.ca/addresschange).

There is no fee and your information will be updated immediately. Alternatively, you can call their call centre at 1-800-267-8097 or 416-326-1234 between 8:30 a.m. and 5 p.m. EST, Monday to Friday.

## Driver's License

You are required by law to update the address on your driver's license within six days following the date the civic address or street name change comes into effect. Your new driver's license 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.cic.gc.ca](http://www.cic.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.canada.ca/en/revenue-agency.html](http://www.canada.ca/en/revenue-agency.html) 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](http://www.servicecanada.gc.ca) for information on how to update your address information online, by telephone, by mail or in person. This service is currently not available in person due to COVID-19 closures.



## Updating Other Services and Important Contacts

### Canada Post

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

### City of Dryden Utilities (Water/Sewer/Waste Management) & Property Taxes

No action is required of you. The changes will be looked after by the City of Dryden.

### epost

You can update account information online by visiting the [epost website](#). Alternatively, you may call their Customer Service line at 1-877-376-1212.

### Enbridge Natural Gas

You can update account information online by visiting the [Enbridge website](#) (external link). Alternatively, you can call 1-877-362-7434 between 8:00 a.m. and 6:00 p.m. EST, Monday to Friday.

### Hydro One

You can update your address on the [Hydro One website](#). Alternatively, you can call 1-888-664-9376 between 7:30 a.m. and 8 p.m. EST, Monday to Friday.

### 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](#): 1-866-310-2355
- [Rogers](#): 1-877-559-5202 (telephone updates recommended)
- [Shaw](#): 1-888-472-2222
- [TBayTel](#): 1-800-264-9501



## **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. Courtesy changes of mailing address cards are available at the main Canada Post outlets in the city but not at the satellite offices such as those in drug stores. The following is a list of the main Canada Post outlet in Dryden where the cards can be found at 97 King St.



## Other Companies, Organizations, and Contacts

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

- Service Clubs (Kinsmen, Rotary, Legion, Lions, etc)
- Magazine subscriptions
- Air Miles and other loyalty programs
- Churches
- Charities
- Fitness clubs
- Sports teams

### **The City of Dryden**

In the event that general assistance for the address changes is required, please contact The City of Dryden at 807-223-1147.