



Task Title: Complete a Simple Personal Information Form

OALCF Cover Sheet – Practitioner 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.

Task Title: Complete a Simple Personal Information Form_EI_B3.1a



MAIL FORWARDING

This service is available at canadapost.ca/mailforwarding

Français au verso

SERVICE DETAILS

<p>1. What is the service for? (Select the option that best applies)</p> <p><input type="checkbox"/> Moving to a new address</p> <p><input type="checkbox"/> Temporarily relocating and returning to original address</p> <p><input type="checkbox"/> Other (Manage self or other people's mail at a different address without relocating)</p> <p>2. What type of mail are you forwarding?</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Business (must also be selected for both residential and business mail)</p>	<p>3. Who is the service for (if residential request)?</p> <p><input type="checkbox"/> Yourself and any others at the same address</p> <p><input type="checkbox"/> On behalf of other people only</p> <p>4. Does this include a deceased individual?</p> <p><input type="checkbox"/> Yes (also check box in the Mail Recipients section) <input type="checkbox"/> No</p>	<p>5. Are all residents of the current address moving or temporarily relocating to the new address?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> By checking this box, I understand and confirm that:</p> <ul style="list-style-type: none"> - 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.
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REQUESTOR'S DETAILS

First name	Last name	Email address*	Daytime telephone no.
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*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	<input type="checkbox"/>	5) First name Last name	<input type="checkbox"/>
2) First name or Business name Last name	<input type="checkbox"/>	6) First name Last name	<input type="checkbox"/>
3) First name Last name	<input type="checkbox"/>	7) First name Last name	<input type="checkbox"/>
4) First name Last name	<input type="checkbox"/>	8) First name Last name	<input type="checkbox"/>

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

<p>When will the service start? (Start date must be at least 3 business days from today)</p> <p style="text-align: center;">year month day</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div>	<p>Enter an end date if the service is for Temporary relocation or Other. Mail delivery resumes the next business day following your end date.</p> <p style="text-align: center;">year month day</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div>
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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

Answers

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: Answers will vary for each learner. Ensure that information is filled out completely with personal information, current and new addresses, and effective service date correctly entered into the form.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.1a	make a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
