

## Change of Address or Phone Number Request

Complete this form to notify us of a change in your address or of a change in your telephone number(s).

### Information about you

First name and initial	Last name	OCOT Membership Number
Date of birth: Year Month Day		

**Current mailing address we have on file**

Apt no – Street no	Street name	PO box	RR
City	Province/Territory	Postal code	
Country, state, zip code (if outside Canada)			

**New mailing address**

Apt no – Street no	Street name	PO box	RR
City	Province/Territory	Postal code	
Country, state, zip code (if outside Canada)			

Effective date	Year	Month	Day
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**Telephone numbers**

Home	Work	Other
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**NOTE: We require up to 30 days' notice for address changes that affect correspondence delivery from the College.**

All address change request must include:

Two current utility bills or bank statements showing your name and the new mailing address

or

A copy of Ontario issued government photo ID with the new mailing address

or

A copy of non Ontario government issued photo ID with the new mailing address validated by a Ontario Notary Public

or

Ontario Government issued photo ID presented in person at The Ontario College of Trades , 655 Bay St. Toronto Ontario, M5G 2K4, Suite 600

or

Ontario Government issued photo ID presented in person to an Ontario College of Trades Compliance Enforcement Officer or Inspector