



## 1. IDENTIFICATION

CCQ client no.			
Last name		First name	
Mailing address (where you wish to receive your mail)			
Date when this address becomes valid (YYYY-MM-DD)			
No.	Street	Apartment no.	
P.O. box	City	Province	Postal code
New main telephone number		New secondary telephone number	
Residential address (of your main residence)			
A) <input type="checkbox"/> Check if the residential address is the same as the mailing address B) Fill in the boxes below if the residential address is different			
Date when this address becomes valid (YYYY-MM-DD)			
No.	Street	Apartment no.	
P.O. box	City	Province	Postal code
Authorized person for your file			
<input type="checkbox"/> I would also like (name)'s _____ mailing address to be changed, to match my new mailing address.			

## 2. SIGNATURE

_____ Signature (required)		_____ Date (YYYY-MM-DD)
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Please return this form with supporting documents, if applicable, to the regional office in your new placement region.

### Abitibi-Témiscamingue

518, rue Giguère  
Val-d'Or (Québec) J9P 6M4  
Fax: 819 825-2192

### Bas-Saint-Laurent-Gaspésie

188, rue des Gouverneurs  
Rimouski (Québec) G5L 8G1  
Fax: 418 725-3182

### Côte-Nord

598, boul. Laure, office 112  
Sept-îles (Québec) G4R 1X7  
Fax: 418 962-7321

### Estrie

2700, rue Galt Ouest  
Sherbrooke (Québec) J1K 2V8  
Fax: 819 565-5023

### Mauricie-Bois-Francis

125, rue des Forges, 5<sup>th</sup> floor  
Trois-Rivières (Québec) G9A 2G7  
Fax: 819 693-5625

### Montréal

1201, boul. Crémazie Est  
Montréal (Québec) H2M 0A6  
Fax: 514 341-4025

### Outaouais

225, montée Paiement  
Gatineau (Québec) J8P 6M7  
Fax: 819 243-6018

### Québec City

700, boul. Lebourgneuf, ground floor  
Québec (Québec) G2J 1E2  
Fax: 418 623-9234

### Saguenay-Lac-Saint-Jean

1299, rue des Champs-Élysées, office 101  
Saguenay (Québec) G7H 6P3  
Fax: 418 698-4715

## Change of address

Are you a worker with a valid competency certificate or exemption from holding a competency certificate?

If you wish to change your residential address (the address of your principal residence, which determines your placement region), and this does not involve a change in your placement region, no supporting documents need to be attached to your application. When your change of address is confirmed, you will receive a notice of confirmation of change of address, which must be kept with your competency certificate or exemption from holding a competency certificate until it is renewed.

If you wish to change your residential address and it does involve a change in your placement region, you must attach **two different supporting documents** to your application. When your change of address is confirmed, a copy of your competency certificate or exemption from holding a competency certificate will be issued to you, if required.

However, if your competency certificate or exemption from holding a competency certificate has expired, or if you change only your mailing address (the address where you want your mail to be sent), no supporting documents are needed.

*There are four ways of changing your mailing and/or residential address:*

- **Through the online services:**

Go to [sel.ccq.org](http://sel.ccq.org) and click on “Want to change your residential and/or mailing address?” If applicable, you must provide two supporting documents.

- **By mail or fax:**

You can print out, complete and sign this form, then send it by mail or fax to the regional office in your new placement region. If applicable, you must provide two supporting documents.

- **In person at a regional office:**

You can go in person to a regional office of the Commission de la construction du Québec (CCQ). If applicable, you must bring two supporting documents with you.

- **By telephone:**

You can contact Customer Service at 1-888-842-8282. If applicable, you will have to provide two supporting documents.

*Following your request, the CCQ reserves the right to carry out additional checks.*

## Supporting documentation

The **two supporting documents** must be dated within one year of your application and be more recent than the last change of address. Original documents, faxes, photocopies, and hard copies of invoices or statements from the Internet are accepted. Your **name** and your **new address** must be given on **each document**.

- Bill from a utility attached to the residence (Hydro-Québec, cable company, Gaz Métro, Bell, Internet service provider)
- Cellular telephone bill (a subscription contract for such a service is not accepted)
- Confirmation of change of address from Canada Post
- Credit card bill
- Bank statement
- Investment statement
- Bill from the municipality
- Adjustments bill (welcome tax)
- Municipal tax statement
- Notarized residence sale contract
- Home insurance certificate
- Automobile insurance certificate
- Current driver’s licence with new residential address (new address on the front only)
- Confirmation of change of address from the SAAQ
- Document from the Canada Revenue Agency (notice of assessment, T4, etc.)
- Document from the Ministère du Revenu du Québec or the Ministère des Finances du Québec (notice of assessment, Relevé 1, cheque, etc.)
- Employment Insurance benefits statement
- Document from a provincial or federal department or agency
- Attestation of registration for a study program

The lease, pay stubs and employment records are not accepted.