

HOW TO FILL OUT THE REQUEST BY OWNER TO CHANGE ADDRESS

Why do I have to fill out a specific form and come in to your office to change my address?

- Your Certificate of Title is guaranteed by Government of Yukon and is evidence that you own the land described in the Certificate of Title. The Land Titles Office is responsible for making sure that information on a Certificate of Title is valid and must watch out for situations that may involve fraud.
- We protect property owners from title fraud by making sure that anyone asking to make a change to a certificate of title proves their identity, using government issued photo identification. This includes changing the owner's name or address.

How can I change my address if I don't live in Whitehorse?

- You can fill out the form, print and sign it and take it to the territorial agent in your community. Ask the territorial agent to verify your photo ID and send the form to the Land Titles Office (**J2A**) in the internal mail.

How much does it cost to change my address on my Certificate of Title?

- There is no charge to change your address.

Will you let other government departments know that I have changed my address?

- No. The Land Titles Office will not share your address change with other government departments, service providers or other organizations. You must do this separately. Here's a list of some of the most common places where you might need to change your information:

<ul style="list-style-type: none">• Government of Canada<ul style="list-style-type: none">○ Social insurance○ Passport○ Canadian Revenue Agency○ Citizenship certificate or permanent residency card replacement	<ul style="list-style-type: none">• Government of Yukon<ul style="list-style-type: none">○ Health care / Chronic Disease program○ Motor Vehicles (driver's license, vehicle registration)○ Property Assessment and Taxation
<ul style="list-style-type: none">• Electoral roll (federal, territorial and municipal)	<ul style="list-style-type: none">• Property tax (municipal)
<ul style="list-style-type: none">• Your employer (email, business cards, directory listings, insurance, pension)	<ul style="list-style-type: none">• Communications (home phone, cell phone, internet, pay TV, cable, voicemail)
<ul style="list-style-type: none">• Bank accounts	<ul style="list-style-type: none">• Loans / mortgages
<ul style="list-style-type: none">• Credit cards and store cards	<ul style="list-style-type: none">• Investment accounts
<ul style="list-style-type: none">• Retirement / pension accounts	<ul style="list-style-type: none">• Insurance policies
<ul style="list-style-type: none">• Loyalty programs	<ul style="list-style-type: none">• Professional memberships
<ul style="list-style-type: none">• Sports clubs	<ul style="list-style-type: none">• Your landlord
<ul style="list-style-type: none">• Online vendors	<ul style="list-style-type: none">• Your condo corporation
<ul style="list-style-type: none">• Utilities / fuel suppliers (gas, power, water)	<ul style="list-style-type: none">• Alumni groups
<ul style="list-style-type: none">• Your children's school	<ul style="list-style-type: none">• Your social networks

REQUEST BY OWNER TO CHANGE ADDRESS

TO THE REGISTRAR:

We are / I am (one of) the registered owners of the following lands:

Legal Description or Parcel No.:

We / I request that the Registrar record a change of address on the Certificate(s) of Title for the lands. Our / my new mailing address is:

Date: _____, 20____

In order to prevent fraud, all registered owners who are changing their address must sign this form and provide identification before the address change will be processed.

(signature)

(signature)

(print name as shown on title)

(print name as shown on title)

(signature)

(signature)

(print name as shown on title)

(print name as shown on title)

Verification of identification

Photo ID verified
by _____

For Land Titles Office Use Only

Client # _____

Date Received _____

Completed

by: _____

Access to Information and Protection of Privacy Act: Under section 210 of the Land Titles Act, 2015, the ATIPP Act does not apply to certain records kept by the Registrar of Land Titles including the information recorded on a Certificate of Title which is available to the public. For further information, contact the Registrar of Land Titles at (867) 667-5612.