

Part Three - Address Authorization

Purpose:

The **Address Authorization** process authorizes the use of a shelter or drop-in's address for a homeless person applying for an Alberta Identification Card.

This process was designed to overcome the reality that many homeless people sleep in shelters or on the streets. Until now, such citizens could not show proof of an Alberta street address as previously accepted by Service Alberta to apply for government-issued identification.

Who can use it?

Eligible Applicants

- **The Address Authorization Form is limited to applicants who are: 1) residents of Alberta, 2) 18 years or older, 3) currently homeless, and 4) who have resided in Alberta for at least 90 days.**
- The applicant must not have documentary proof of an Alberta street address and must have permission to receive mail and legal notices at the agency certifying the form.
- The Address Authorization Form is for people who live in shelters, transitional housing facilities, and rough sleepers (people who sleep outdoors.)
- The Form is not intended for the transient homeless or for couch-surfers staying with family or friends.

A resident of Alberta is a person who: is lawfully entitled to be or to remain in Canada; and makes his or her home in, and is ordinarily present in Alberta.

Tips

- It is not required that the applicant has resided at the same shelter or address for 90 consecutive days – only that they have remained primarily in Alberta. Applicants can leave the province temporarily (e.g. take a two week holiday in BC) and still be considered a resident of Alberta if the applicant is ordinarily present in Alberta.
- The Address Authorization Form serves as proof of Alberta residence only for an applicant applying for an Alberta Identification Card.

Eligible Agencies

- **All HUA funded homeless serving agencies that are approved as 'Certifying Agencies.'**

How it works:

1. The applicant, the Certifier and the agency's CEO or designate complete and sign the Address Authorization Form.
2. The applicant brings the completed Address Authorization Form to a Registry Agent when applying for an Alberta Identification Card. It will serve as the proof of Alberta residence.
 - **To get ID, the applicant still requires proof of identity and proof of legal entitlement to be in Canada and to pay for the card.**

- The Certifier is not required to accompany the applicant to the Registry Agent.
- 3. The Registry Agent may go to: http://www.housing.alberta.ca/documents/Certified_Agency_List.pdf to verify that the agency is a Certifying Agency.
- 4. The ID will be mailed to the address of the agency that certifies the Address Authorization form and the agency's address will be listed on the ID card.

Change of Address

All Albertans are required to update their ID within 14 days of a change of address. Not doing so could result in a \$115 fine. Updating an address means getting a new ID card. There is a fee for the change of address service and for printing the new card.

Legal implication for the applicant and the agency:

- For the applicant: It is a criminal offense to falsify information when applying for an Alberta Identification Card.
- For the Certifier and the agency's CEO or designate: It is a criminal offense to knowingly assist an individual with fraudulently obtaining an Alberta Identification Card.

Agency Record-keeping:

- For agency must keep the Address Authorization Form and any accompanying documentation for their records.
- Records must be kept for 7 years.

FOIP Implications:

- There is a FOIP clause on the Address Authorization Form the applicant must read prior to signing the form.

Examples

Violet

Violet is a woman fleeing violence with ID but she wants to change her address. She has lived in Alberta her whole life.

- So Violet has other ID to demonstrate proof of identity and legal entitlement to be in Canada. With the Address Authorization Form, she can update her ID card to the new address (or P.O. Box) of the shelter or transitional housing facility where she is now staying.

Eddy

Two months ago Eddy starting spending most nights at Hope Mission. He comes to Boyle a lot in the day. He has an ON Driver's License from 2006 but also owes money to MEP. Boyle got him an AB Health Care Card through the pilot. He needs ID to apply for social housing.

- So Eddy already has proof of identity and legal entitlement to be in Canada through this Driver's License and one other supporting document (the Health Care Card). All he needs is the Address Authorization Form to demonstrate proof of Alberta residence. Hope Mission should be the agency to certify his Address Authorization Form.
- Once Eddy moves into social housing he should update his ID card with his new address.

Tips

- If Eddy's Driver's License was older and now expired (say from 1996) then the Identity Certification Process should be used to help Eddy get ID. (Registry Agents will only accept recently expired ID

documents.) Eddy's identity could be verified through the expired Driver's License and Health Card Card, then Eddy, his Certifier and the agency's CEO or designate could complete the Identity Certification Form.

Q & A on the Address Authorization Form

1) For a homeless person, what constitutes a change of address?

A change of address is required if:

- A homeless person moves into permanent housing
- A homeless person permanently changes residences

No change of address required if:

- A person continues to reside primary at the shelter that authorized their form but is temporarily living elsewhere
- A person becomes a 'rough sleeper'

2) Can people staying with friends or family use the Address Authorization Form too?

If someone is staying with friends or family but is not on the tenancy agreement, he / she can use these other options to demonstrate proof of Alberta residence: government mail, including Alberta Social benefit documents (e.g. AISH and income support receipt) mailed to the address, utility / telephone / gas / cable bill in the client's name, income tax return and current bank or credit card statements mailed to that address.

If the person still lacks documentary proof of an Alberta residence, they can submit a letter from their family or friend that indicates the applicant is residing with them and their personal identification such as their driver's license number and number that they can be contacted at. This letter would be microfilmed as a support document.

3) If a client is staying at a shelter but also getting help from another agency, can they use the agency's address as the address? Do you have to confirm with the shelter?

No. The accommodation is provided by the shelter (i.e. it is their address) so it should be the shelter who issued the Address Authorization Form and the shelter's address or PO Box that is listed on the card.

4) Which agency should be the one to certify the Address Authorization Form?

The shelter that is the person's primary address (where he / she reside most often) should be the one to certify the Address Authorization Form.

5) If agencies have a PO Box and a physical address, can applicants use the PO Box as the address listed on their ID card?

Yes, so long as the client can receive their mail from the agency's PO Box.