Trail FAIR Society
2079 Columbia Ave
Trail, BC, V1R 1K7

Common Access Card Application Form

Part 1: Applicant Information

Full Name: _____ Date of Birth: _____
Last *First* *mm/dd/yyyy*

Address: _____
Street Address *Apartment/Unit #*

_____
City *Province* *Postal Code*

Phone: _____ Email _____

Marital Status: Single _____ Common Law _____ Married _____ Other _____

Part 2: Family Members

Family Member's Name	Birthdate	Relationship to applicant
1.		
2.		
3.		
4.		
5.		
6.		

Part 3: Supporting Documents

I have included the following as proof of address (only one document is necessary): If applying for a family Common Access Card with another adult, you must also include proof of address for them as well.

- ☐ Provincial ID, such as Driver's License, BC Services Card or BC ID
- ☐ Recent utility bill
- ☐ Rental Agreement
- ☐ Service Provider Confirmation
- ☐ Other: _____

I have included the following as my income qualifying documents (only one document is necessary): If applying for a family Common Access Card with another adult, you must also include an income-qualifying document for them as well.

- ☐ Notice of Assessment from the Government of Canada for the most recent tax filing year
- ☐ Income status letter from the Ministry of Social Development
- ☐ I am applying under the emergency application process

I have included the following as proof of identification (only one document is necessary): If applying for a family Common Access Card with another adult, you must also include proof of identification document for them as well.

- ☐ Provincial ID, such as Driver's License, BC Services Card or BC ID
- ☐ Federal ID, such as a Passport

Part 4: Card Issuing

Please indicate how you would like to get your card issued:

- ☐ By mail to applicant's home
- ☐ By mail to adjudicating facility
- ☐ Applicant will pick up from the Trail FAIR main office

Part 5: Adjudicator Information (to be filled out by Adjudication Agency)

Adjudicator Name: _____ Phone: _____

Address: _____ Email: _____

Position: _____

Organization: _____

I have thoroughly read and understand the guidelines of the Common Access Card program and I agree that this applicant is in financial need. I agree to participate in a brief telephone follow-up if required.

The following supporting documents have been validated:

☐ Notice of assessment has been provided for all adults and I am verifying that the household falls within the required range for financial assistance based on family size

☐ Letter from the Ministry

☐ This is an emergency application and below is the list of validation measures used:

_____

_____

_____

Signature: _____ Date: _____

The card has been issued. ☐

Send completed forms to: hello@trailfair.ca or drop off at the Trail FAIR Society at 2079 Columbia Ave, Trail.

Part 5: Office Administration (To be Completed by Trail FAIR Society)

Processed by: _____ Date: _____

Card Issued: By Mail _____ Pick Up: _____

Card Expiration Date: _____