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NOTICE OF ADDRESS CHANGE

The *Clarion* is **NOT forwarded** by the Post Office. The mailing address listed on the OCDS Community Roster provides the information that we have in the OCDS database. **Failure to make address corrections/changes** results in printing/mailing costs to the wrong address.

NOTE: Timely reporting of address changes may result in members' missing issues of the *Clarion*. **We do not stock extra copies** and **only print** the number on our current mailing list. Additional copies may be purchased for \$3 each, if they are available.

It is the responsibility of local council to insure that as specified in ¶ 54 of the *Constitutions*, the secretary keeps address information on the OCDS Community Register (Roster) accurate. It is the responsibility of both members and leadership to submit address changes either by the form below or via email. DO NOT submit by leaving a phone message because sometimes information cannot be clearly understood.

LOCATION of OCDS Community: _____
City/Town and State where OCDS meeting is held

Religious Title of Community: _____
(Optional)

Member Name _____

OLD Address _____

City, State, 9 Digit Zip _____

OLD Phone _____

NEW Address _____

City, State, 9 Digit Zip _____

NEW Phone _____

PLEASE SEND A COPY TO:

Discalced Carmelite Secular Order
2131 Lincoln Road NE
Washington DC 20002-1101
(202) 269-3792

10/10/10