



# CIRI Descendant Change of Address/Name

This Descendant Change of Address/Name Form is for (Choose only one):

Myself

Full Name:

My Ward

Full Name:

FOR THE PROTECTION OF OUR SHAREHOLDERS and DESCENDANTS, CIRI **DOES NOT ACCEPT ADDRESS CHANGES OVER THE PHONE.** In lieu of completing this form, descendants who are *18 years of age or older* and who have portal accounts may update their mailing addresses, phone numbers and email addresses via **Qenek** – Shareholder and Descendants Portal. Descendants who regularly access their **Qenek** accounts have their names included in quarterly prize drawings.

Date of Birth:

Primary Phone:

Home  Cell  Work

Last 4 of SSN:

Secondary Phone:

Home  Cell  Work

**Your mailing address must match the address you have on file with the U.S. Postal Service** or your CIRI mail may be returned. Online forms and information on changing an address with the Postal Service are available on the Postal Service website, at your local post office or by calling 800-ASK-USPS.

Mailing Address:

Full Email Address:

If this is a new email address and you have a **Qenek** portal account, you **MUST** change your email address in **Qenek**. Your email address will remain confidential at CIRI.

### Name Change:

CIRI has a policy of maintaining its stock records to reflect the full legal names of its shareholders, as shown on birth certificates or other official documentation. If your name has changed, please attach a copy of the legal document(s) authorizing the change (e.g., *marriage license, divorce decree, etc.*) and print your previous name and new name below.

Previous Name:

New Name:

### AUTHORIZATION

**Signature:**

**Date:**

### RETURN THE COMPLETED FORM:

Scan or take photo of the document(s) and email to: [shareholderrecords@ciri.com](mailto:shareholderrecords@ciri.com)

**Mail:** CIRI Shareholder Relations, PO Box 93330, Anchorage, AK 99509-3330

**Fax:** 907-263-5186 (call ASAP to ensure receipt)

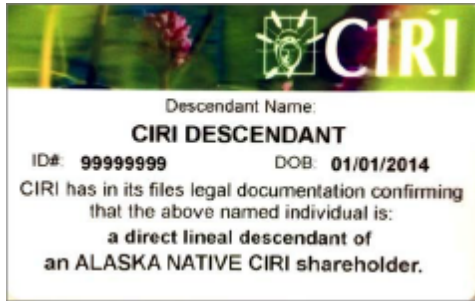
**QUESTIONS?** Call CIRI Shareholder Relations: 800-764-2474 or 907-263-5191

**FOR OFFICIAL USE ONLY** DESC SEQ: \_\_\_\_\_ FIDUCIARY/WARD SEQ: \_\_\_\_\_

QENEK ACCT: N Y **If yes, do not add/change primary email address;** contact SH to advise primary email address must be changed in Qenek.

ENTERED: \_\_\_\_\_ DATE: \_\_\_\_\_ VERIFIED: \_\_\_\_\_ DATE: \_\_\_\_\_

## CIRI DESCENDANTS will receive a Descendant ID card!



### Who can get a CIRI Descendent Identification (ID) Card?

**Direct lineal Descendants** (e.g., the children, grandchildren, great grandchildren, etc.) may receive a Descendant ID Card, once the relationship to a CIRI Shareholder is established and is confirmed by the Shareholder Relations Department.

### Why identification cards?

- Use the card to check in at CIRI events.
- Present the card to vendors and Shareholder and Descendant business owners that provide Descendant discounts. [CIRI Benefits Page](#)
- The cards indicate whether the bearer is a direct lineal Descendant of an Alaska Native CIRI Shareholder and may assist in proving eligibility to receive services from various agencies and organizations.

### Keep your information current with CIRI.

CIRI regularly distributes electronic communications to Descendants, including:

- The Raven's Circle newsletter.
- Announcements regarding items of interest such as educational and training opportunities.
- Job opportunities.
- Upcoming events and new programs and services from time to time.
- CIRI may also send mailings regarding other important topics to Descendants.

If any of your contact information is incorrect or has changed, please contact CIRI Shareholder Relations as soon as possible at:

- Phone: 907-263-5191 or 1-800-764-2474
- Your **Qenek Portal**
- Email: [shareholderrecords@ciri.com](mailto:shareholderrecords@ciri.com).

If you send an email, please note that you are a Descendant and be sure include your full name and a working phone number in your request so that we may contact you if we have any questions.

### If you lose or damage your ID Card

You may request a new one by contacting Shareholder Relations. If your name changes, simply provide Shareholder Relations with the legal document(s) substantiating the change to have a replacement card issued free of charge.

## REDUCE CIRI'S CARBON FOOTPRINT:

### Create a Qenek portal account!

#### 24/7 access to:

- Update your contact information:
  - Phone number
  - Email Address
  - Change of Address
- Mailing Preferences (Mail or Email)
- Request Text Updates
- RSVP for Shareholder and Descendant events
- Request a Replacement Card
- Change of Address
- CIRI News

### WHO CAN REGISTER?

Descendants who are at least 18, have an email address on file and are not subject to a guardian/conservatorship order.

### HOW TO REGISTER

Visit [www.ciri.com/portal](http://www.ciri.com/portal). You'll need your Descendant identification (ID) number (shown on your Descendant ID card) and your "primary" email address on file with CIRI.

**Eliminate paper waste by making record changes online and become eligible for special prize drawings!**

