

CIVMAR ADDRESS AND EMERGENCY POC FORM

EMPLOYEE INSTRUCTIONS: Complete SECTION A of the form. The information will be used to update your information in all automated systems used. Please ensure that you sign and date the form. Form and supporting documentation can be submitted in one of four ways: 1) turned into the CIVMAR Support Unit East or West or at NEO; 2) email as an attachment to msfsc_hr_sys_support@navy.mil; 3) fax to 757-443-2938; 4) mail to N22, Building SP-64, 471 East C Street, Norfolk VA 23511-2419.

SECTION A

Name		Birth Date	
Home Phone Number	Cell Phone Number	Email Address	
Mailing Address (Street or PO Box) include apartment number Change <input type="checkbox"/> YES <input type="checkbox"/> NO Used to distribute official correspondence such as LES, W-2, and letters.			
City/Town		State	Zip Code
OVERSEAS ADDRESS ONLY – OTHER PRINCIPAL SUBDIVISION (such as PROVINCE, STATE) AND POSTAL CODE			
NOTE – in some countries, the postal code may precede the city or town name)			
Residence Address Same as Mailing Address <input type="checkbox"/> YES <input type="checkbox"/> NO Change <input type="checkbox"/> YES <input type="checkbox"/> NO Used to muster employees in the event of an emergency or disaster, and also to validate eligibility for subsistence and quarters (S&Q). Proof of address is required and outlined on the back of this form.			
City/Town		State	Zip Code
OVERSEAS ADDRESS ONLY – OTHER PRINCIPAL SUBDIVISION (such as PROVINCE, STATE) AND POSTAL CODE			
NOTE – in some countries, the postal code may precede the city or town name)			
In the event of EMERGENCY OR DEATH-IN-SERVICE, I request notification be made to: NOTE: This is not a beneficiary form		Emergency POC Name and Relationship	
Address			
Phone Number (Include country code and/or area code)		Additional Phone Number (Include country code and/or area code)	

Signature _____ Date _____

PENALTY STATEMENT

Any submission may be investigated. Intentional false statements, willful concealments, or using documents you know are false, fictitious, or fraudulent may be subject to appropriate administrative and disciplinary actions, up to and including removal and/or criminal penalties to include fines or imprisonment. (U.S Code Title 18, Section 1001)

FOR OFFICIAL USE ONLY –

This document contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official “NEED TO KNOW”. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited.

CIVMAR ADDRESS AND EMERGENCY POC FORM

SECTION B

Adequate proof of residence address:

The following are preferred verification and only one item is required. The item must be dated and no more than twelve months old.

- Lease or rental agreement
- Major utility bill (electric, gas, cable, water, sewer)
- Mortgage papers
- Deed
- Previous year's tax return, with W2 attached
- Property tax statement
- Vehicle tax statement
- Monthly residence payment coupon

The following types of identification showing residence address can be used as alternative proof when none of the items above are provided. A current driver's license along with two documents from the following list that were sent through the U.S. mail to the residence address within the past twelve months must be provided as proof.

- Bank check with printed name and address or Bank statement for checking or savings account
- Credit card bill
- Any Federal or State official correspondence
- Vehicle registration
- Home owner's association documentation
- Current voter registration
- Annual Social Security statement for the current or preceding calendar year
- Current automobile or life insurance bills
- Current homeowners insurance policy or bill

NOTE: Documents can be original, copies of originals, or copies retrieved from Internet sites.

For MSC N1 Use Only

Proof of residence provided and is acceptable: YES NO
Change of Residence Address in HRMS is required: YES NO

FOR OFFICIAL USE ONLY –

This document contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "NEED TO KNOW". If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited.