

How to Change Your Mailing Address

If you would like to change your mailing address, you will need to submit an Employee Action Request (EAR) form. This ensures the change is accurately recorded and submitted via the correct channels.

1. Go to **Your CA Health Corps Portal**.
2. Go to the **Resources** tab in the menu bar.
3. Click on **"Employee Action Request - STD 686"**.
4. Download or print the PDF.
 - a. Note: The PDF is fillable, so you can fill in the fields directly from your computer once you download it.
5. **Complete the EAR form fields for an address change:** At the top of the EAR form, in Section B, check the box indicating "04 - Address Change". Next, as indicated, you will fill out Sections C, F, and I.

- a. For **Section C**, enter your Social Security Number, Last Name and First Name.

- b. For **Section F**, enter your **NEW** address, city, state, and zip code.

- c. For **Section I**, sign and date.

6. Save as a PDF.
7. Send your completed EAR form to COVID19Hiring@cdph.ca.gov with the the following subject line: **First & Last Name - Address Change EAR Form [secure]**
8. Now that your EAR form has been completed and submitted, your mailing address will be updated in our system.