

**Job #**

*(To be entered by OCLD personnel)*

# NEW CHILD PARCEL INFORMATION FORM

*Please fill out the Addressee, Site address and/or Postal address and indicated where mail is too sent for each new child parcel being created.*

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**Child Parcel #**

Parcel Desc.

(From source document i.e. parcel #1 or A)

Addressee

Site Address

Postal Address

New Child Parcel Number

*(To be entered by OCLD personnel)*

- - - -

*Mail*

*Sent To:*

Site Address

Postal Address

**Child Parcel #**

Parcel Desc.

(From source document i.e. parcel #1 or A)

Addressee

Site Address

Postal Address

New Child Parcel Number

*(To be entered by OCLD personnel)*

- - - -

*Mail*

*Sent To:*

Site Address

Postal Address

**Child Parcel #**

Parcel Desc.

(From source document i.e. parcel #1 or A)

Addressee

Site Address

Postal Address

New Child Parcel Number

*(To be entered by OCLD personnel)*

- - - -

*Mail*

*Sent To:*

Site Address

Postal Address