

New Individual Constituent Record Form

Please submit your completed Form [by email](#) to the Database Administrator. Note that this form needs to be filled out for import of more than 15 constituents. If less, appropriate support staff is responsible to add new constituents

All fields with an asterisk (*) are mandatory

Bio1 -Titles	Bio1 - <u>Last Name</u> *	Bio1 - <u>First Name</u> *	Bio1 - Middle Name	Bio1 - Suffixes	Bio1- Maiden Name	Bio1- Gender *	Primary AddresseeID *	Primary SalutationID *	Bio1- Spouse - Titles	Bio1 - Spouse - <u>Last Name</u>	Bio1 - Spouse - <u>First Name</u>
Mr.	Smith	William	H.	Sr.		Male	49	16	Mrs.	Smith	Margaret
<u>List of Titles</u>				<u>List of Suffixes</u>		<u>List of Genders</u>	<u>List of Primary AddresseeIDs</u>	<u>List of Primary SalutationID</u>			
Mr.				Jr.		Male	49 - Mr. William H. and Mrs. Margaret A. Smith	16 - Mr. and Mrs. Smith			
Ms.				Sr.		Female	2 - Mr. William H. Smith and Mrs. Margaret A. Adams	17 - Mr. Smith and Mrs. Adams			
Mrs.				M.D.		Unknown	6 - Mr. William H. Smith, Jr.	48 - Mr. Smith			
Dr.				D.D.S.			50 - Mr. William and Margaret Smith	1 - Mr. and Mrs. William H. Smith, Jr.			
Miss				Ph.D.			4 - Mrs. Margaret A. Adams and Mr. William H. Smith	20 - Mrs. Adams and Mr. Smith			
The Estate of				B.A.			3 - Mrs. and Mr. Margaret A. Adams, MD	19 - Mrs. And Mr. Adams			
Prof.				M.A.			8 - William H. Smith, Jr.	28 - William and Margaret			
Councillor				M.P.P.				29 - Margaret and William			
The Honorable				B.Sc.				46 - Bill and Meg			
Reverend				LL.B.				30 - William and Meg			
Master				Q.C.				32 - Margaret and Bill			

Judge				C.C.				33 - Bill and Margaret			
Lt.				B.S.I.				34 - William			
Capt.								35 - Bill			
Major								36 - Henry [Middle Name]			
Cmdr.								37 - Margaret			
Col.								38 - Meg			
General								39 - Anne [Spouse Middle Name]			
Ambassador								44 - Friend			
Senator											
Governor											
Sir/Madam											
Mme.											
Attn.											

		Place = Pl.											
		Road = Rd.											
		Square = Sq.	Note: When in doubt on appropriate abbreviation, visit http://www.canadapost.ca/tools/pg/manual/PGaddre										
		Street = St.											
		Terrace = Terr.											

