

Submitting your application: where to find fax services

- Rental Benefit applications and documents **must be submitted to CLBC by fax**, to maintain individual privacy.
- You, someone in your support network, or your service provider can **fax your application package to the CLBC Housing Team at: 236-468-1007**
- Or you can **e-mail the application package to 2364681007@fax.gov.bc.ca**
- If you have questions or need support, contact CLBC's Housing Team: clbc.housingbenefit@gov.bc.ca.

Where can I find fax services?

★ Your local CLBC office

- You can also ask your local **CLBC office** to help you fax your documents or use another fax service in your community.

Note: if you take your application package to a CLBC office, you will not be able to drop it off. The CLBC staff member who helps you will need to return the package to you before you leave.

★ Staples Canada (Bureau en Gros in Quebec)

- **Service:** Faxing services (send/receive, international/domestic).
- **How to find:** Visit a local Staples store and ask at the **Print & Marketing Services** counter.
- **Website:** www.staples.ca
- **Cost:** Typically, \$1–2 per page for local faxes; more for long-distance or international.

★ Public Libraries

- **Availability:** Some public libraries offer fax services or have self-serve fax kiosks.
- **How to check:** Visit the library's website or call the branch directly.
- **Tip:** Larger urban libraries are more likely to offer this service.

★ Canada Post / Purolator Agent Locations

- **Service:** Some outlets may offer fax services (varies by location).
- **How to find:** Use the **Canada Post or Purolator location finder** and call ahead to ask.

★ UPS Stores

- **Service:** Faxing to local, national, and international numbers.
- **How to find:** Visit www.theupsstore.ca and use the location finder.
- **Cost:** Similar to Staples; varies by store.

★ Internet Cafes or Print Shops

- **Availability:** Independent print/copy shops or business centers often have fax machines.
- **Where to check:** Google Maps search for “fax services near me” or “copy and print shop.”

★ Hotels and Business Centres

- **Access:** If you're staying at a hotel, the front desk or business center may have a fax machine.
- **Note:** Some hotels allow non-guests to use business services for a fee.

★ Pharmacy Chains (rare)

- Chains like **Shoppers Drug Mart** or **Rexall** may offer fax services at select locations, especially those with post office counters — but this is not common. Call to confirm.

★ Alternative: Online Fax Services

- If public machines are hard to find, consider using online faxing from your computer or phone: **eFax**, **MyFax**, **Fax.Plus**, or **GotFreeFax** (some offer free limited faxes).

Questions?

- Contact CLBC's Housing Team: clbc.housingbenefit@gov.bc.ca.