MANAGER, OPERATIONS PROGRAMS SUPPORT
APPALACHIAN DISTRICT
UNITED STATES
POSTAL SERVICE

POSTAL CUSTOMER
«Old_Address»
«Old_City» «Old_State» «Old_ZIP4»

Dear Postal Customer:

The Wise County GIS Office has assigned new addresses to county residents. Your new address, shown below, **replaces** your current street address. This change is necessary to support the Emergency 911 telephone system and improve the response time to any emergency you might have.

«New_Address»
«New_City» «New_State» «New_ZIP»-«New_4»

Through the cooperation of the Wise County GIS Office and the United States Postal Service, you may begin using your new address **IMMEDIATELY**. The following is a list of items beneficial to both you and the Postal Service in accomplishing the massive change.

- Immediately begin notifying all correspondents of your new address. Use ONLY your house number and street address. The Postal Service will continue to deliver mail with your old address for a period of one year. After that time, mail that has not been changed to your new address may be returned to the sender for address correction.

- Your new house number must be shown on your rural mailbox. It should be visible to the mail carrier as he/she approaches the box. If the mail carrier approaches from a different direction than emergency personnel, you may want to place your number on both sides of your mailbox.

- Below are common notifications/updates that are often overlooked:

Department of Motor Vehicles	Voter Registration
Car/Boat Registrations	Bank Accounts
Insurance Policies	Christmas Card/Personal Address Lists

If you have any questions or need assistance concerning your new address in Wise County, please visit www.wisecounty.org/911 or contact the Wise County GIS Office at **276-328-7110.**

Sincerely,

Wayne Wilson
Manager, Operations Program Support

PO BOX 59993
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