

## **New E911 Address Who Should you notify**

Your new E911 address can save lives, maybe even your own. For this reason it is extremely important that you receive and use the Correct E911 address for your Residence, Business, or Church.

If you are unsure of your address then it is vitally important that you visit The E911 Department and attain an E911 address.

Please do not assume your E911 address based on your neighbor's address. E911 addresses are location based and are often not sequential. Please allow your E911 office to assign your new address.

When you receive your new E911 address, there are certain people that you should inform. Failure to inform these people may result in interruption of certain services or mistakes in the postal process that can cost you time and money. Most importantly, failure to inform certain people and businesses can cause errors in emergency response and can even endanger your life.

It is **IMPORTANT** to understand that your E911 address can differ from your mailing address. Examples of this can be seen with residents who receive mail at a P.O. Box or that receive mail at locations other than their residence.

It is **IMPORTANT** to inform people or businesses of both your *new physical address* AND *billing address*. For many residents this will be the same address, however, for those who receive mail at locations other than their residence or business it is vitally important that the correct E911 service address be given. If you choose to continue using your P.O. Box as your mailing address you will not be required to contact anyone other than for changes your service address. You should contact the companies that provide services to your home such as the power company, cable company, water company, etc and notify them of the change in your SERVICE address.

Please be careful to make the distinction between **BILLING** address and **SERVICE** address.

This list has been developed to help you get started with your new address. This list is not all inclusive, but is meant to be a guide to the types of entities That you should notify of your new E911 address if this address is going to be your mailing address.

- 1.) Inform your Telephone provider. This is one of the most important contacts. The E911 system relies heavily on relating your phone number to your E911 address. The phone company will ask you to provide both an E911 address and a billing address. You may also need to change your directory listing address.
- 2.) Inform your local Postmaster.
- 3.) Inform your Electric company
- 4.) The Department of Motor Vehicles (if mailing address you will have to update your drivers license
- 5.) Voters Registration office

- 6.) Commissioner of Revenue's office
- 7.) Treasurer's office
- 8.) Inform your Internet provider
- 9.) Inform your Cable provider
- 10.) Inform your Bank
- 11.) Inform your Credit card company
- 12.) Your Insurance company
- 13.) Inform any other creditors
- 14.) Inform your Friends and family
- 15.) Anyone that you receive a bill from or make payment to
- 16.) Anyone that you receive a payment from
- 17.) Your newspaper
- 18.) Your Attorney's office
- 19.) Your church
- 20.) Any magazines or catalogs that you receive
- 21.) Anyone that has your current address