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# COUNTY OF NORTHUMBERLAND

## DEPARTMENT OF INFORMATION SERVICES

399 Stadium Drive, Sunbury PA 17801  
Ph. 570.988.4378 | Fax. 570.988.4975 | www.northumberlandco.org

**INFORMATION SERVICES**

Jeffrey Fetterman  
Director

Eric C Wendt  
Assistant Director  
Addressing Coordinator

Keith Ayers  
GIS Specialist

**For Official Use Only**

Received:	Submitted:	Assigned by:	Notified:
Date:	Date:	Date:	Date:
Initials:	Initials:	Initials:	Initials:

*OFFICE OF THE ADDRESSING COORDINATOR*

### 911 ADDRESS REQUEST APPLICATION

To apply for a 911 address for your home or business, please fill out this form and mail, fax, or hand deliver it to the Department of Public Safety to the attention of Eric C. Wendt at the address listed above.

After you submit this form and it is processed, you will receive notice of your assigned address by phone, as well as a follow up confirmation letter by mail. The letter will be mailed to the *current mailing address* provided.

**Important Note:** A 911 address for a new structure should be obtained before making arrangements for utility services. Utility companies (telephone, electric, gas, water, and so forth) will request a 911 address for the structure served.

Form Completion Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Present Mailing Address:**

Full Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Best Time to Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact via Email: \_\_\_\_\_

**Information for New Address:**

Parcel ID (PID) of Property: \_\_\_\_\_

Property Owner (if Different from above): \_\_\_\_\_

Property Location (Municipality): \_\_\_\_\_

(City): \_\_\_\_\_

(Road Name): \_\_\_\_\_

If existing, who is the previous owner: \_\_\_\_\_

If existing, approx. How old is the structure: \_\_\_\_\_

If property shares existing driveway, address of shared drive: \_\_\_\_\_

To help us locate and address your structure, please provide **names** and **addresses** or your nearest neighbors (if known):

**From your house looking toward the road.**

Nearest resident on Left                      Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Nearest resident on Right                      Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Resident across the Road                      Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Geographic Information**

Ex. (Deg Min' Sec" or Decimal Deg)

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

**Structure Information:**

Is the structure a:

Single | | Duplex | | Apartment | | Mobile Home | | Business | |

Other (Specify): \_\_\_\_\_

Is the structure:

Visible from the road:    Y or N    \_\_\_\_\_

Under Construction:    Y or N    \_\_\_\_\_

    If yes, color of stake flags: \_\_\_\_\_

    Are they visible from the road:                      Y or N    \_\_\_\_\_

Fully Completed:            Y or N    \_\_\_\_\_

    If yes, outside covering:    wood | | vinyl | | stone | | other \_\_\_\_\_

    Outside color: \_\_\_\_\_

**Rough Property Sketch:**

Please include: Location of Home and Driveway, Closest intersection to driveway (distance between), nearest neighbors (addresses), and distance between your driveway and your neighbors.

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