ADDRESS REQUEST FORM

A separate request form must be filled out for each address. Please complete form in full. Print legibly in ink or type. Processing of your address request may be delayed if all required information is not provided.

REQUIRED ATTACHMENTS:

☐ A current assessor’s map indicating location of building, front door and driveway, as well as all road names in vicinity and neighboring addresses.

Date: _________________________________

Owner’s Name: ________________________________________________

Form Completed by: (if different than owner) __________________________________________

Contact Mailing Address: ___________________________________________________________

Daytime Phone Number: _______________________

Tax Lot Number (Assessor’s Account Number): ___________________________

Request for: ☐ New Address ☐ Change of Address ☐ Address Verification

THIS ADDRESS IS FOR (PLEASE CHECK ONE):

☐ SFR ☐ Duplex ☐ Triplex ☐ 4-plex ☐ 5+ units ☐ Mobile Home

☐ Business Name of Business: ____________________________________________

☐ OTHER: ___________________________________________________________________

Both commercial and residential sites are required by law to display address numbers on the front of the building. If the front is not visible from the roadway, the display must be at the main entrance to the property as well as on the structure. The numerals at a commercial site must be not less than 6 inches and on residential sites not less than 4 inches in height on a contrasting background. Please notify the Post Office when you receive this new address, and they will tell you where to place your mailbox.

YOUR NEW ADDRESS IS: ________________________________________________

PLEASE UPDATE THIS INFORMATION AS SOON AS POSSIBLE WITH THE TELEPHONE COMPANY, WHO WILL NOTIFY 911.

______

Staff use only:

Copies To: Eng/Bldg/Plan(2) Police Department Utility Billing Qwest
Applicant/Owner Post Office CENCOM Cascade Natural Gas
Kitsap County (Elections) Kitsap County (Auditor) Kitsap Transit City Clerk’s Office
Fire Department