

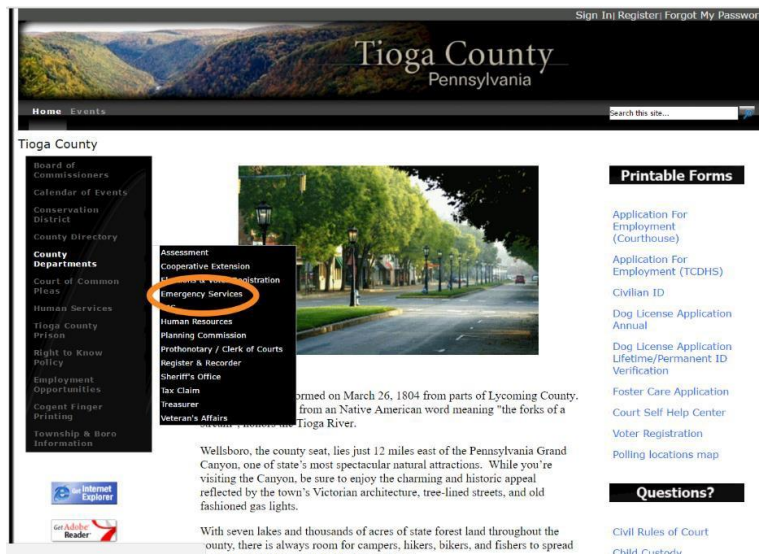
Ten Step Guide to Obtaining an Address Sign

Below is a step by step guide to the process of obtaining and completing the form needed to order a Blue Reflective Sign from the Tioga County Department of Emergency Services, 911 Addressing Section. This guide should help you through the process of obtaining a sign for your home, business, or dwelling location in accordance with Ordinances set by your local Municipalities.

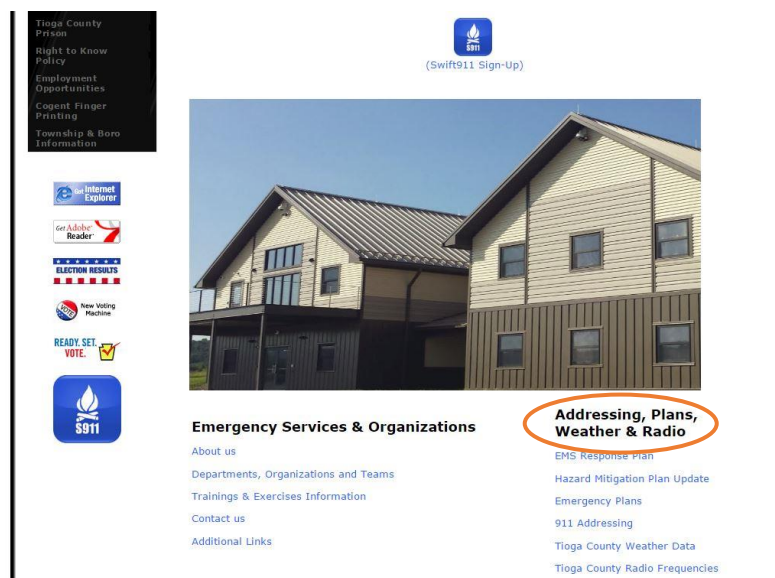
Step 1: Navigate to the Tioga County, PA Webpage at <http://www.tiogacountypa.us>.

Step 2: Move the mouse pointer over *County Departments* in the menu on the left hand side of the page.

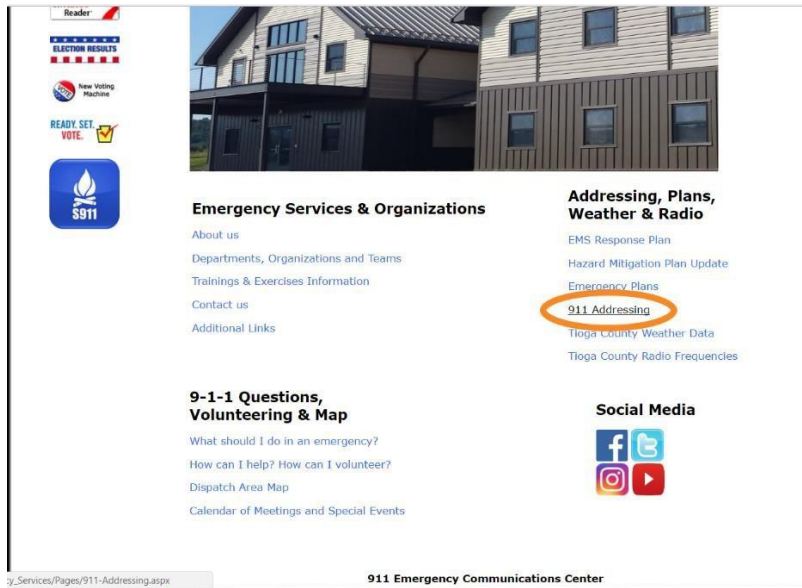
Step 3: Select *Emergency Services* from the new pop-up menu to navigate to the Tioga County Department of Emergency Services Webpage.



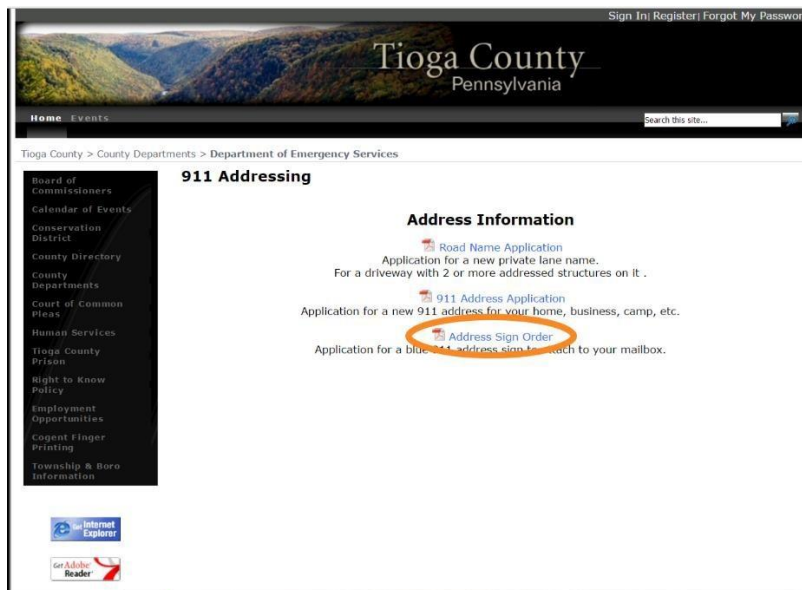
Step 4: Scroll down the page until you see the *Addressing, Plans, Weather & Radio* section on the right side of the page, just below the image of the building.



Step 5: Select *911 Addressing* (4th option down the list) to navigate to the Addressing Section.



Step 6: Select the *Address Sign Order*, to open a printable document for ordering a blue reflective address sign.



Step 7: Fill out the *Address Sign Order* form, with your name, current date, a good contact number that you can be reached at, and the address number for the sign.

Step 8: Choose a method of delivery: pick up or receive by mail. If requesting sign to be mailed, provide the address to ship the sign to.

Step 9: Choose the layout of the sign: horizontal or vertical orientation, and if sign should be single or double sided.

Step 10: Mail completed form to the address on the bottom of the *Address Sign Order* form. Payment required at time of ordering sign.