

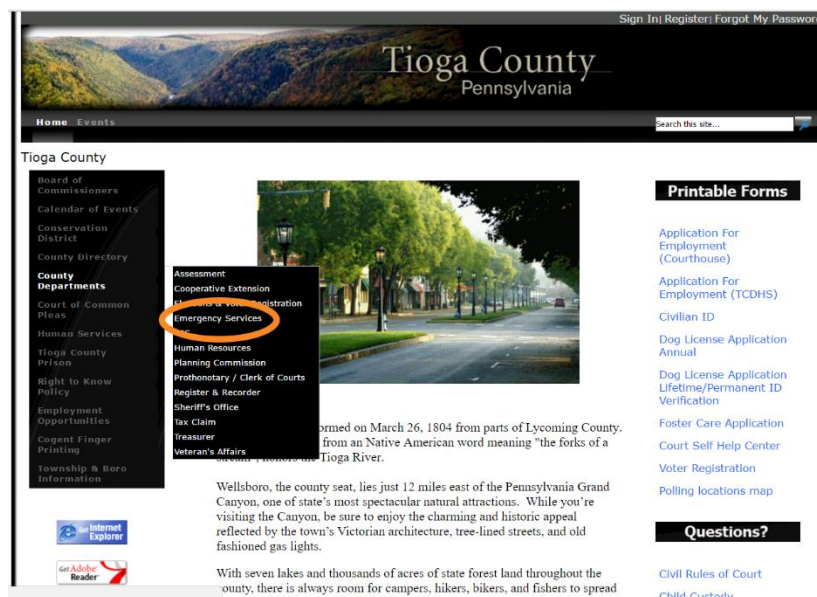
## Ten Step Guide to Obtaining a New Address

Below is a step by step guide to the process of requesting a new address from the Tioga County Department of Emergency Services, 911 Addressing Section. This guide should help you through the process of obtaining an address for your newly constructed 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>

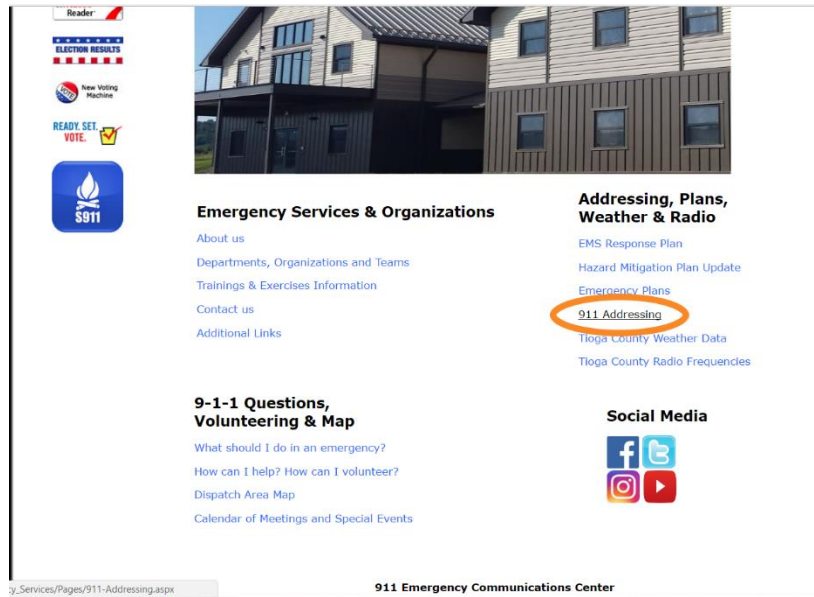
**Step 2:** Move the mouse pointer over *County Departments* in the menu on the left hand side of the page.

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

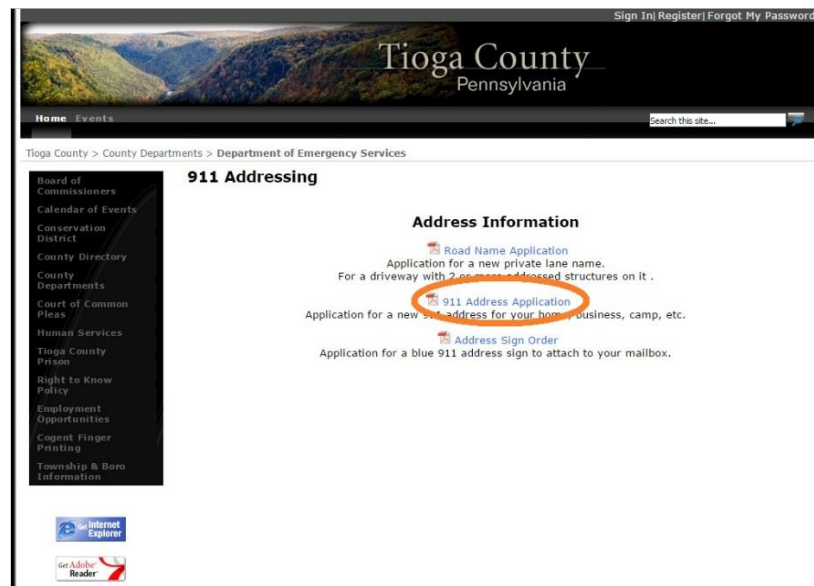


**Step 4:** Scroll down the page until you see the *Addressing, Plans, Weather & Radio* section on the right side of the page, just below the image of the building.

**Step 5:** Select the *911 Addressing Link* (4<sup>th</sup> option down the list) to navigate to the Addressing Section.



**Step 6:** Select the *911 Address Application* pdf, to open a printable document for requesting a new address.



**Step 7:** Fill out the *911 Address Application* form, with your name, today's date, a good contact number that you can be reached at, along with an address you would like an Address Confirmation Letter sent to.

**Step 8:** Provide the name and address of the Property Owner if property is in another's name.

**Step 9:** Provide the name of the road that the driveway will be accessed from, if the driveway is currently in place and identify the structure type from the list.

**Step 10:** Mail completed form to the address on the bottom of the *911 Address Application* form.