

ADDRESS REQUEST FORM

St. Clair County Emergency Telephone System Board
9-1-1 Director's Office
Address Assignment
101 South First Street
Belleville, IL 62220
Telephone: 618-825-2682
Fax: 618-277-7668

To receive a new address for property within St. Clair County, please fill in the appropriate information and return this form by mail to the address listed above along with a check or money order for the addressing fee of **\$25.00**. If requesting in person, cash is an acceptable payment method as well. It may take up to fifteen working days for an address to be assigned. You will be notified by mail of the new address.

PROPERTY OWNERS INFORMATION

Name(s): _____
Current Mailing Address: _____
City, State, Zip: _____
Current Phone Number: _____

INFORMATION OF PERSON SUBMITTING FORM, IF DIFFERENT THAN ABOVE

Name: _____
Current Mailing Address: _____
City, State, Zip: _____
Current Phone Number: _____

INFORMATION REQUIRED FOR ADDRESS ASSIGNMENT

Parcel ID # __ - __ . 0 - __ - __ (Example: 01-01.0-100-001)

If you are unable to determine the parcel number, call St. Clair County Mapping & Platting at 618-277-6600 for assistance.

Include a hand drawn sketch of the property indicating the location of the structure as well as where the driveway intersects with the road. You may use the reverse side of this form for the sketch. It does not need to be drawn to scale. Also, please include the address of the closest property as well as the distance from that driveway to your driveway. If you have any questions, feel free to call.

APPLICANT'S SIGNATURE _____ DATE _____
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OFFICE USE ONLY:

New Address: _____
New City, Zip: _____
ESN # : _____ Date Notified: _____
Emailed: _____