

NOTIFYING OTHERS OF YOUR NEW ADDRESS

Although the Post Office will deliver mail to your old address for one year, it is important that you begin using your new address as soon as possible. Below are some suggestions as to whom you should notify of your new address.

YOUR LOCAL TELEPHONE CARRIER (Land Line): For the Enhanced 911 system to work properly, *it is crucial for your local telephone carrier to be aware of your new E-911 address*, also known as your physical address. Even if the address change does not affect your mail delivery, (i.e. you receive mail using a PO box) you must still notify your telephone carrier of the physical address change.

DRIVERS LICENSE & VEHICLE REGISTRATION: North Carolina law requires you to notify them of an address change. Please visit their website for more information:

<https://www.ncdot.gov/dmv/help/moving/Pages/default.aspx>

SOCIAL SECURITY: Please visit the following website for more information:

<https://www.ssa.gov/myaccount/change-of-address.html>

CREDIT CARDS and UTILITY BILLS: Unless you receive mail through a PO Box, send in your new address with your monthly bill.

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TAX OFFICE: You must call the Pitt County Tax Collector's office at (252) 902-3400 to change your address.

ONLINE MAPPING SERVICES: If your new E-911 / physical address is missing from online mapping services, such as Google Maps or Apple Maps, please visit their Frequently Asked Questions Section or Help Guide to register a missing address. Updating these services will assist other delivery professionals with locating your new address.



**ADDRESSING HOTLINE:
252-902-3267**



**VISIT US ON THE WEB
www.pittcountync.gov/planning**

Pitt County Planning Department E-911 Addressing



Important Information About:

**ADDRESS CHANGES
AND
DISPLAY OF NEW
E-9-1-1
ADDRESSES**

PITT COUNTY ADDRESSING ORDINANCE

The Pitt County Board of County Commissioners have adopted an ordinance that requires the display of all new addresses within 60 days of notification. The information contained in this pamphlet is intended to explain why your address is changing, help you with displaying your new address, and also assist you with identifying others who should be notified of your new address.

PITT COUNTY'S E-911 ADDRESSING SYSTEM

The primary purpose of converting addresses to the new E-9-1-1 addressing system is to provide Pitt County with the best possible E-9-1-1 response. Although the addressing system was designed for an improved E-9-1-1 response, anyone searching for an address will benefit from the coordinated system.

USPS REQUIREMENTS FOR ADDRESS DISPLAY ON MAILBOXES

As required by the US Postal Service, addresses must also be displayed on mailboxes. The numbers must be at least 1 inch in height and should be displayed on the front and side of the mailbox.



CORRECT DISPLAY OF YOUR ADDRESS

The best way to ensure that emergency personnel can find the correct site is to have the address number displayed prominently on the side of the structure first seen from an approaching vehicle. Numbers on structures must be **at least 4 inches in height and contrast with the background.**

REQUIRED: NUMBERS MUST BE DISPLAYED ON ADDRESSED STRUCTURE



If your address numbers are not visible at all times of the year from the main road, your address must also be displayed **at the driveway** that leads to your house. The numbers must be 4 inches in height and placed on a sign that contrasts with the numbers.



WHY IS MY ADDRESS CHANGING?

Occasionally, E-911 addresses are changed. It is the responsibility of the E-911 Addressing Coordinator to ensure the safety, health and well-being of all Pitt County citizens by making sure that emergency response teams can quickly locate your residence/property. If an issue with an existing address is identified, the E-911 Addressing Coordinator will resolve the issue and assist the citizen with the transition. The E-911 Addressing Coordinator works with the local post offices, utility companies, telephone companies, public safety agencies, and other affected agencies to resolve address problems. E-911 address problems range from incorrect mailing addresses to incorrect street names. Most E-911 address problems are simple to resolve, and others may require an E-911 address change.

STILL HAVE QUESTIONS?

Questions or inquiries concerning E-911 Address changes, correct address number display or street naming and signs can be directed to Pitt County Planning GIS, Addressing & Mapping by calling (252) 902-3267.



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