



Steuben County 9-1-1 Department



Timothy D. Marshall
Director of Public Safety

www.steubencounty.org/911

Tina M. Goodwin
911 Deputy Director

ADDRESS REQUEST FORM

- Requested By: _____ Date: _____
- Daytime Phone #: (____) ____-____ Optional 2nd Phone #: (____) ____-____
- Name & Address (where you would like the Address Confirmation Letter sent):

- Name & Address of Property Owner (if different than above):

- Type of Structure (Residence, Business, Campsite...): _____
- Tax Map (Parcel) Number: _____ . _____ - _____ - _____ . _____
(This can be located on your tax bill)
- Name of Road structure will be accessed from: _____
- Please show driveway and structure location by one of the following methods:
 - Submitting a site plan
 - Marking up an aerial picture of the property (you can find our Parcel Viewer map at <https://steubencounty-scnycgis.opendata.arcgis.com/>)
 - Using your smart phone **(See Page 2)**
- Submit completed Address Request Form and driveway location information to:

Mail:
Steuben County 911 Dept.
3 E Pulteney Sq. Bath, NY 14810

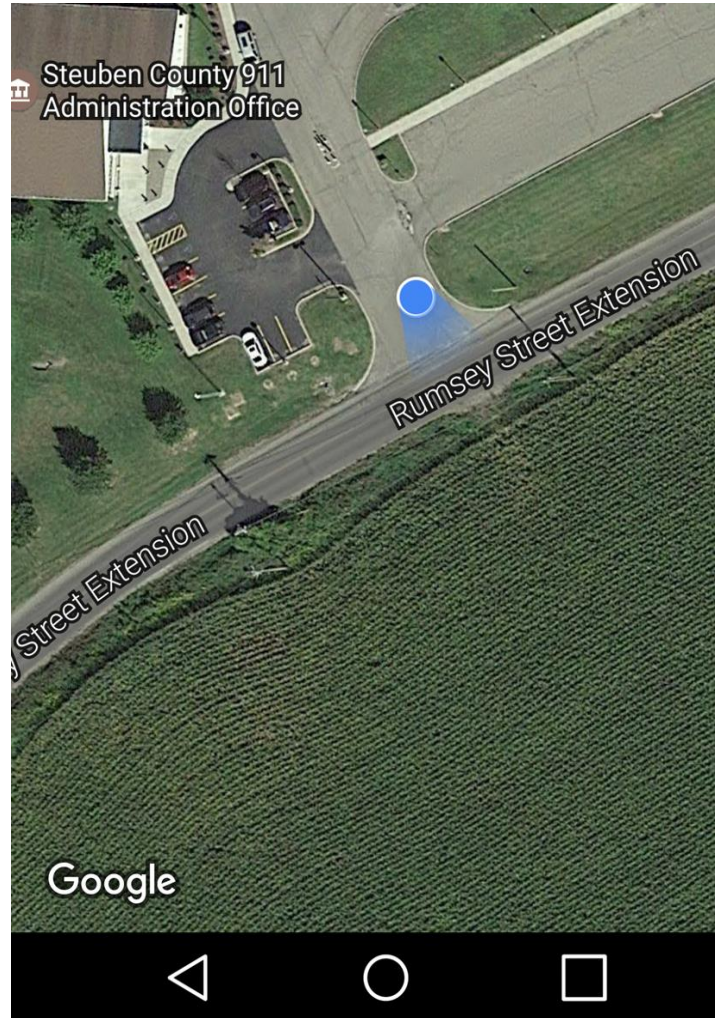
OR

E-mail:
911@SteubenCountyNY.gov

For any questions please contact our office at 607-664-2992

INSTRUCTIONS FOR SUBMITTING DRIVEWAY LOCATION WITH YOUR SMART PHONE

1. Open a map app such as MapQuest or Google Maps
2. Turn on option for Satellite
3. Stand at the location where your driveway meets the roadway (you may need to be out of a vehicle for accuracy)
4. Zoom in on the image, showing your location in relation to the road and take a Screenshot*
5. Zoom out and take a Screenshot of the overall area
6. Submit images with Address Request Form (images should look similar to picture at the right)



- * For most Android phones and tablets, to take a screenshot, press and hold the power and volume-down buttons together.
- * For iPhones, press and hold the "Sleep/Wake" button and then press the "Home" button