



Steuben County 9-1-1 Department



Timothy D. Marshall
Director of Public Safety

www.steubencony.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

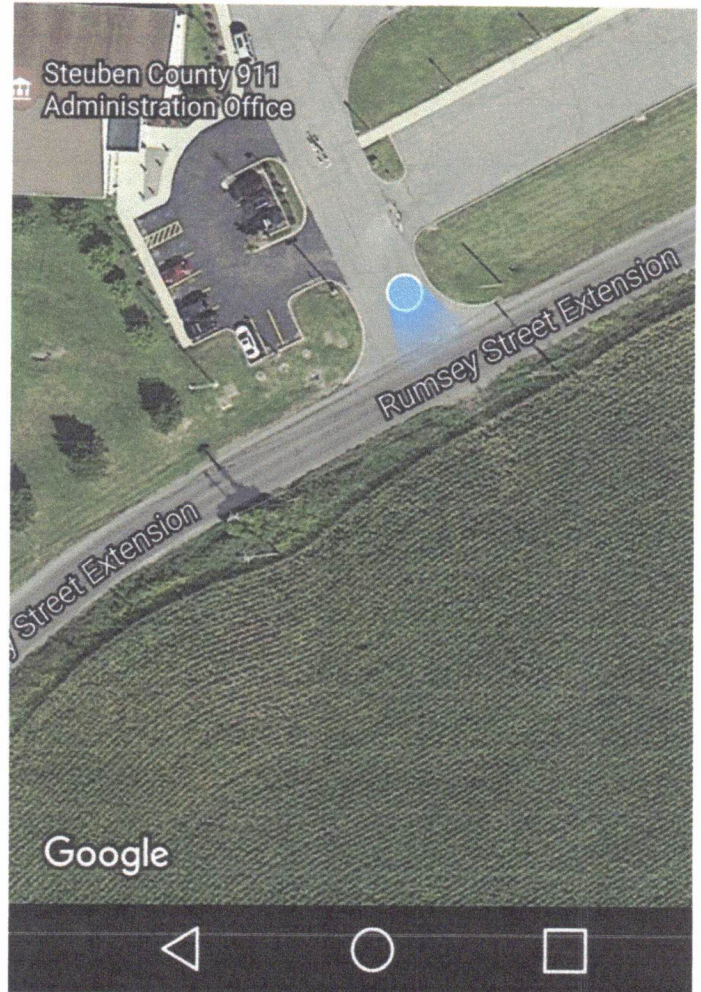
OR

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 road-way (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