



# Community Address Updates

The Address Updating application allows Municipalities to participate in the continuous improvement of authoritative address information by contributing missing site addresses for their community, and correcting errors when found.

## 1. Enter Information

**House Number** Please enter the Address that is to be assigned or revised.

Like 4457 or N110W16445

Enter the Address House Number

**Full Street Name** Enter the full street name where the address is to be added.

Like: W Washington St or Lambert Dr

Enter the Full Street Name

**Parcel\_TaxKey** Enter the current Tax Key for the parcel that needs an address.

Like: V10\_09200R012 or 36\_0703001005

Enter the Full Tax Key

Having the Tax Key ensures the Address is being assigned to the correct parcel

[Community Address Reporter Updates](#)

**Zip Code** Pick from the list to select the Zip Code where the new address is needed.

Select...

Select the correct Zip Code from the pick list below

**New Full Street Address** Please enter all components of the Address being assigned

Example: 432 W Washington St of N101W17383 Tanglewood Dr

Enter the complete address house number and full street name

**New Or Existing** Pick from the list to select the type of Address that is needed.

New

Is this a New Address or an Existing Address that needs correction?

**Residential** Is this a new Address for a Residential parcel?

Select...

Is this a Residential Address with Living Units?

**Source** Pick from the list to select the source of who is providing this Address.

Municipality

What Department within your organization is providing this Address Information?

**Community** Pick from the list to select your Community in Washington County.

Select...

Please select your Community from the pick-list below

**Submitted\_By** Please identify who is asking for this Address assignment, name or initials

Example: Sally Smith or Enter your Initials

Please identify who is submitting this information

**Notes**

Enter any additional information you think is valuable about this address

Are there any supplemental notes you would like to add about this Address?

Provide any special notes for consideration of the new Address. Optional field.

Copy and paste the Tax Key from the previous question into the search box and choose Tax Key Locator and Click search.

## 2. Select Location

Specify the location for this entry by clicking/tapping the map or by using one of the following options.

The screenshot shows a web-based GIS application. At the top, there is a search bar with a 'Search' button and a 'Lat/Lon' link. Below the search bar, a dropdown menu is open, showing three options: 'All', 'TaxKey Locator' (which is highlighted), and 'AddressLocator'. Below 'AddressLocator' is 'ESRI World Geocoder'. To the right of the dropdown menu, there is a search box containing the text 'T9\_058700G'. A red arrow points to the search button (magnifying glass icon) next to the search box. Below the search bar, there is a map. A blue pin is placed on the map, and a pop-up window titled 'Location' is displayed. The pop-up window contains the text: 'Your submission will appear here. You can drag the pin to correct the location.' The map shows a street grid with labels like 'Havenwood Ct', 'Lily Rd', and 'Lehner'. There are also labels for 'Polk Town Hall', 'Polk Town Hall Park', and 'Polk Polk Town Hall Park'. The map is powered by Esri, as indicated by the 'esri' logo in the bottom right corner.

## 3. Complete Form

Add this information to the map.

[Submit New Address](#) [View Submitted Addresses](#)

The search tool should zoom you to the extents of the Parcel based on the Tax Key you entered. You can click on the Blue Pin and move it to where the Address should be located. Doesn't have to be exact, just close.

When finished locating the parcel, choose the Submit New Address button to Digitally send your request to Washington County GIS.