



### Address Change Procedures & Checklist

Dear Occupant,

Please take note of the **Effective Date** of your address change on the attached letter which will also serve as your official 'Notification of Address Change' moving forward. Now that your address has been corrected, below are the steps you should follow to help transition from your old address to your new address.

- 1. **FIRST, PLEASE WAIT AT LEAST 60 DAYS** BEFORE TRYING TO CHANGE YOUR ADDRESS for any purpose other than E911-Emergency Response! This will give the USPS time to make necessary updates to your address file and for that to get pushed out to third party vendors such as FedEx, UPS, etc.
- 2. Once your address change becomes effective, please post your new address on your house or business and on your mailbox or entrance to your property following the guidelines in the attached brochure.
- 3. Washington County Planning & Zoning will notify the following agencies:
  - A. Tax Assessment Office
  - B. Your local Post Office and USPS Address Management Office in Baltimore
  - C. Emergency Services (Please use your new address if you must call 911)
  - D. Washington County Election Board
- 4. Things you **DO NOT** have to change:
  - ❖ You **DO NOT** need to have Deeds or other Real Property documentation corrected and re-recorded because addresses are not legal descriptions of property. They are only identifiers, so they are not required to be changed in any deeds. We suggest that you put a copy of this letter with your real estate paperwork for future reference when this property is sold, or ownership changes and a new deed is recorded.
- 5. The next thing you need to do is look at your Maryland Driver's License to check your expiration date. Your old address will be 'active' with USPS for up to 12 months so we recommend the following:
  - a. If your License is set to expire within that 12 month window, wait until you are ready to update your License and then make all of your address changes around that time.
  - b. If your license is valid for more than 12 months, you have a standard driver's license and you are **NOT** part of a lane naming or road re-naming, then you should be able to go on to the MVA website to update your address and MVA will send a change of address card to you.

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- c. If your license is valid for more than 12 months and you **ARE** part of a lane naming or road re-naming, you will need to go into the MVA office to change your address
- d. \*If you have a Commercial Drivers License, you will be required to go to the MVA to update your License in person within 30 days of **INITATING** your address change. \*\*

6. We understand that there are many other entities that you may subscribe to that will need to be updated on your address change. We have compiled a sample list of agencies/companies that you may need to contact to report your change of address. *The reason we made the following checklist for you is because we are not allowed to notify these companies since we are not the bill holders. Waiting to update your address for at least 60 days will allow your new address to go through at least 2 update cycles with the USPS so that when you start using your new address, it will be accepted by these businesses. \* This list is not intended to be inclusive to everyone's needs or interest but can be used as a starting point.*

*- If you try to update your address and it does not work, do not worry, just try again in a few weeks and it should work.*

- A. Utility Bills
  - a. Cable Company
  - b. Land Line & Cell Phone Carriers
  - c. Electric/Power/Gas Company
  - d. Water/Sewer providers
- B. Banking/Credit cards
  - a. Banks/Credit Unions
  - b. Mortgage Companies
  - c. Insurance Carriers
  - d. Credit Card Companies
- C. Alternative Emergency Services
  - a. Life Alert Company (Only if you have one)
  - b. Alarm companies
- D. Update delivery address for online retailers such as Amazon
- E. Newspaper or Magazine subscriptions

7. Remember, as soon as you receive your official change of address letter, you should post your new address on your mailbox and your structure. If your mailbox is across the street from your driveway, we recommend you post the new numbers at your driveway. The post office may require you to keep your old address posted for a while until the carriers are familiar with the changes.

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