



## MONROE COUNTY ADDRESSING PROJECT

**RETAIN THIS DOCUMENT FOR YOUR RECORDS-A DUPLICATE WILL NOT BE ISSUED!**

JOHN DOE  
123 MAIN STREET  
I DON'T KNOW, PA 12345

**NEW PHYSICAL ADDRESS**  
5 ROCK ROAD

**LANDLORDS: YOU MUST FORWARD THIS ADDRESS INFORMATION ONTO YOUR TENANTS.**

**Please note: Where possible, the mailing address shown corresponds with the new house number listed. If this structure receives mail delivery and the current mailing address shown is not correct, you must contact the county immediately as the delivery of your mail as well as any type of emergency response could be adversely affected. If this is a rental property, it is the responsibility of the owner to notify the tenant of this new address.**

**“Your City and Zip Code will remain the same *UNLESS* you receive notification from the Postal Service that the City and Zip Code has changed.”**

This addressing change will enable emergency responders to proceed to an incident more efficiently.

### **The intent is to reduce response time.**

#### 1. **Notify all your correspondents of your NEW ADDRESS**

- The US Postal Service will continue to deliver mail with your old address for one (1) year
- Be advised, it may take a few months for major mailers to update their database. It is crucial that you wait a minimum of 60 days before you begin notifying anyone of your new address or purchase your address signs. (see list below)

#### 2. **Your new address HOUSE NUMBER must be clearly visible to emergency responders as they approach from either direction.**

- The address sign shall be located where the driveway intersects with the municipal/state/private roadway (rural application).
- The sign can be mounted on a stand-alone post or pole or on any other type of mounting device.

**CONTACT YOUR LOCAL MUNICIPAL BUILDING FOR INFORMATION ON WHERE TO GET YOUR SIGN AS WELL AS DETAILS ON COLOR, SIZE AND PLACEMENT. DO NOT CALL 9-1-1 FOR ADDRESSING INFORMATION!**

#### 3. Common address notifications / updates

- |                           |   |
|---------------------------|---|
| • Voter Registration      | • Magazine Subscriptions                    |
| • Insurance Companies     | • Personal Address List                     |
| • Bank Accounts           | • Utility Companies                         |
| • Business Correspondence | • Pennsylvania Department of Transportation |
| ➤ Mailing Labels          | ➤ Vehicle Registration                      |
| ➤ Letterhead              | ➤ Drivers License                           |
| ➤ Business Cards          |   |

#### **Attention Post Office Box Customers and Seasonal Home Owners**

**Please post your new house number as described above. If you receive mail at your PO Box, you will continue to do so as you have been. Now, in addition to your PO Box address, you will have a physical address for Emergency Service Response and/or to receive parcel deliveries (UPS, FedEx etc.). If you would like to receive mail delivery at home, please contact your local post office.**

**QUESTIONS? NEED ASSISTANCE?**

**Contact your local municipality or**

**the Readdressing Staff @ 570-420-3466 (ALL CALLS ARE RECORDED) Email: [monroereaddressing@monroecountypa.gov](mailto:monroereaddressing@monroecountypa.gov)**