

## 911 ADDRESS REQUEST FORM

GUADALUPE COUNTY ROAD & BRIDGE  
310 IH 10 W.  
Seguin, TX 78155

Local (830) 379-9721  
Metro (830) 303-4188 press #7 then #1  
gis@guadalupetx.gov

**Instructions:**

1. Complete all steps.
2. Directions to the site and a map are mandatory.
3. Most address will be determined based on driveway location on the public/private road. The driveway must be marked if it doesn't already exist.
4. Addresses are assigned by 4:00 p.m. on Fridays.

**NOTE: If all of the steps are not completed this may cause a delay in the address assignment.**

Request By:	Company Name:	Contact Person:
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Purchased Date (if a recent purchase, include previous owner's name):

<b>STEP 1:</b> Owner's name and address	Property Owner's Name:		
	Renter's Name:		
	Current Mailing Address (number and street):		Email address:
	City, State, Zip Code:		Phone (area code and number):
	Guadalupe Appraisal District Property Identification Number (PID):		

<b>STEP 2:</b> Description of Property/structure	Subdivision Name:	Unit #:	Blk:	Lot:
	Total Acres:			
	Street or Road location:			
	<b>Describe the structure to be addressed (example: residence, mobile home, commercial building):</b>			

<b>STEP 3:</b> Intended Use	What is the intended use for the property and for the structure(s):
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<b>STEP 4:</b> Directions to structure	Directions to property and structure to be addressed:

<b>STEP 5:</b> Map to property	Draw directions to the property and structure on reverse side.
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<b>STEP 6:</b> Sign and date	<p><b>Future change of intended use of the property could result in other County requirements for property use and a revaluation of the property in its entirety. Failure to meet all applicable regulations could constitute in civil or criminal penalties.</b></p> <p>Property Owner's Signature: _____ Date: _____</p>
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**Appraisal District ID#**

### FOR OFFICE USE ONLY

<b>ASSIGNED ADDRESS:</b>	
Post Office Carrier:	Zip Code:
Address Assigned By:	Date:

N

