

## An incorrect address can cost precious minutes in an emergency situation.

### Address Changes

At this time Jefferson County is both addressing new development as it occurs and correcting addressing conflicts as they are brought to the attention of this office.

Postal Services, Utilities, Emergency Services, Police and Fire Departments throughout Jefferson County alert this office to conflicts in addresses that affect the quality of those services and in the case of E911, are potentially dangerous.

To have this office investigate or make changes to an address please print and return the [Address Discrepancy Form](#) (link found on web page) or contact our office at (205)325-5174.

- When an address is identified to be incorrect ,a field check is made and further research is done on the parcel records and address maps to identify the cause of the incorrect address and to verify the address(es) in use.
- Corrections of the address maps and the tax record Location Address are made and a standard Change of Address Letter is drafted.
- If the address change involves a road name change on a County maintained road, notice is sent to the Roads and Transportation Department to correct street signs.
- Residents are responsible for changing their personal correspondence, but the Post Office will continue to deliver mail marked with the old address for up to one (1) year.
- Residents are also encouraged to contact their utility companies and the Tax Assessor to confirm that the **mailing address** for their accounts (as opposed to the site address) has been changed correctly.
- Notification is mailed to the property owner and the site occupant (if different) and a copy of the original Address Change Letter is mailed to the following offices:

#### Utilities:

US Postal Service - Address Mgmt  
 US Postal Service - Local Branch  
 Alabama Power  
 AT&T (or appropriate local provider)  
 AIGasCo (or appropriate local provider)

#### County Departments:

Tax Assessor  
 Board of Equalization  
 Board of Registrars (voter registration)  
 Revenue Department (licenses)  
 Sheriff's Department

#### Local Services:

City Clerk  
 Fire Department  
 Police Department  
 Emergency Services