



POSTAL CUSTOMER

«Old_Address»

«Old_City» «Old_State» «Old_ZIP4»

Dear Postal Customer:

Randolph County 911 has assigned new addresses to county residents. Your new mailing address, shown below, **replaces** the route and box number or current street address. This change is necessary to support the Emergency 911 telephone system and improve the response time to any emergency you might have.

«New_Address»

«New_City» «New_State» «New_ZIP»-«New_4»

Through the cooperation of Randolph County 911 and the United States Postal Service, you may begin using your new mailing address **IMMEDIATELY**. The following is a list of items beneficial to both you and the Postal Service in accomplishing the massive change.

- Immediately begin notifying all correspondents of your new mailing address. Use **ONLY** your house number and street address. **DO NOT** use the old route and box number. The Postal Service will continue to deliver mail with your old address for a period of one year. After that time, mail that has not been changed to your new address may be returned to the sender for address correction. **DO NOT** file a Postal Service Change of Address card.
- Your new house number must be shown on your rural mailbox. It should be visible to the mail carrier as he/she approaches the box. If the mail carrier approaches from a different direction than emergency personnel, you may want to place your number on both sides of your mailbox.
- Below are common notifications/updates that are often overlooked:

Department of Motor Vehicles
Car/Boat Registrations
Insurance Policies

Voter Registration
Bank Accounts
Christmas Card/Personal Address Lists

Please contact your local telephone company of your new 911 address to ensure this address will be displayed correctly in the 911 system should you ever have a 911 emergency.

If you have any questions or need assistance concerning your new physical address in Randolph County, please contact the Randolph County 911 Mapping and Addressing Office at 304-636-0483.

Sincerely,



Timothy McIntyre
Manager, Operations Programs Support