



Herkimer County Emergency Services/911

New 911 Address Requests

(form below)

Herkimer County Office of Emergency Services assigns 911 addresses' to structures. We are unable to address empty lots, parcels or acreage.

We can address a property if the foundation is in or if the property has been staked out where the structure will be built or where the driveway will be located. There needs to be 4 stakes with surveyor tape that can easily be seen from the road or access point on the property.

We will also need the following information:

- The road name
- The township (not mailing or post office)
- Nearest neighbors 911 address (between house number xxx and xxx if your property on the same side road or across from house number xxx)
- Tax ID number from you tax map (number with decimal and dashes)
- If you recently purchased the property, please provide previous owners name.
- Your name and contact information (phone, cell phone, email)
- Most paperwork will be sent via email, please make sure you provide correct email.

Herkimer County Office of Emergency Services will contact you with your new 911-address. When affixing numbers to your mailbox, please make sure they can easily be seen from the road on both sides. Reflective material is suggested. We want first responders to be able to find you easily in case of emergency.

All 911 address requests can be called into our non-emergency phone number (315) 867-1254 or you may use the fillable form on the next page. Please be prepared to provide the above information.

Please note, new 911 addresses can take up to 7 to 10 business days to assign as we must come out to your property and measure.

REQUEST FORM INSTRUCTIONS

Below is a fillable PDF file. Please type information and save, then email it to: addressing@herkimercounty.org ...or you may print completed form and fax it to: (315) 867-5873

Please be sure to leave a DAYTIME contact phone number so we can reach you!



Herkimer County Emergency Services/911

New 911 Address Requests Form

Fill out form, save it, then email to addressing@herkimercounty.org
OR print and fax to (315) 867-5873
OR call in to (315) 867-1254 Monday-Friday 8am to 4pm.

Your Name _____

Property Owners Name _____

Previous Owner (if recently purchased) _____

Your **daytime** phone number _____

Your Email _____

Road Name & Township _____

Property Tax Map # _____

Closest intersecting road _____

Nearest 911 addresses _____

(Across from or between) _____

Property use: _____ Residential _____ Seasonal (camp) _____ Barn

_____ Business/Commercial Business name _____

Additional information that will help our addressing personnel locate your property:

