

TO REQUEST AN ADDRESS

IF YOUR NEW ADDRESS IS OUTSIDE OF THE FRANKLINTON OR BOGALUSA CITY LIMITS SEE THE STEPS BELOW :

- 1. CALL THE WASHINGTON PARISH COMMUNICATIONS DISTRICT ADDRESSING DEPARTMENT (985) 839-5625 EXTENSION 1 TO MAKE YOUR REQUEST. AN OFFICE VISIT BY YOU IS NOT NEEDED.**
- 2. SINCE OUR STAFF IS OFTEN IN THE FIELD, YOU MAY BE ASKED TO LEAVE A MESSAGE WITH YOUR NAME AND TELEPHONE NUMBER.**
- 3. AN ADDRESSING SPECIALIST WILL CALL YOU BACK AND SCHEDULE A VISIT TO THE LOCATION OF THE STRUCTURE THAT REQUIRES AN ADDRESS.**
- 4. DURING THEIR VISIT TO YOUR PROPERTY A GPS POINT OF THE STRUCTURE'S LOCATION WILL BE TAKEN FOR 9-1-1 USE.**
- 5. BASED ON THE STRUCTURE'S LOCATION, AN ADDRESS NUMERICAL WILL THEN BE CALCULATED.**
- 6. ONCE YOUR ADDRESS IS DETERMINED, AN ADDRESS INFORMATION DOCUMENT WILL BE PREPARED AND SENT TO YOU.**
- 7. THIS DOCUMENT MAY BE REQUIRED BY OTHER AGENCIES WHEN ESTABLISHING YOUR ADDRESS, SO KEEP IT IN A SAFE PLACE.**