



## CYNTHIANA-HARRISON CO. E-911

PO BOX 67 CYNTHIANA, KY 41031  
PHONE (859) 234-7164 FAX (859) 234-7105

### **9-1-1 ADDRESSING REQUIREMENTS**

1. All applicants applying for a new address must complete a 911 Addressing Application. Read and fill out the form completely. The standard processing time for addressing is 7-10 working days.
2. Please do not submit the addressing application form until you have installed the driveway/approach you intend to use for primary access to the property. If the approach is moved after addressing occurs, a new 911 address will need to be assigned.
3. All splits of land must submit a Parcel ID Number (contact Harrison Co. PVA at 859-234-7133) or a legible copy of the plat with the addressing application.
4. Subdivisions must have street names (approved by the addressing coordinator) before plats may be filed. Addressing of subdivisions may take up to 3 weeks.
5. After all requirements are met, a confirmation letter will be mailed to the property owner at their current mailing address.
6. If you have any questions, please contact the 911 Addressing Office.

#### **Cynthiana-Harrison Co. E-911 Addressing**

**PO Box 67**

**Cynthiana, KY 41031**

**Phone (859) 234-7164**

**Fax (859) 234-7105**

**Email [hc911dispatch@gmail.com](mailto:hc911dispatch@gmail.com)**



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## 9-1-1 ADDRESSING REQUIREMENTS

### Requesting Party Information

Name: \_\_\_\_\_

(First)

(Middle)

(Last)

Mailing Address: \_\_\_\_\_

(City)

(State)

(Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information

Road Name: \_\_\_\_\_

PVA Parcel ID: \_\_\_\_\_

Previous Owner: \_\_\_\_\_

Acreage: \_\_\_\_\_ Nearest Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 911 Center Use Only

Date Addressed: \_\_\_\_\_

Staff: \_\_\_\_\_

Community: \_\_\_\_\_

ESN: \_\_\_\_\_

911 Address Issued: \_\_\_\_\_