

**MEDINA COUNTY
911 EMERGENCY
COMMUNICATIONS DISTRICT**

1613 Ave. K, Suite 101
Hondo, Texas 78861
Phone: 830-741-8997
Fax: 830-426-8988

Address Request Form

Request Date: _____

Requested By: _____

Customer Name: _____

Customer Mailing Address: _____

Customer Telephone Number: _____

Property ID #: _____

(Can be found on the Medina County Appraisal District's website)

Where is the property located? _____

(County/Private Road name, subdivision name, lot number, etc.)

Subdivision Gate Code (if applicable): _____

All of the addresses in Medina County are based on the location of the driveway to the property or front door (point of entry for emergency services). If the customer has a driveway in place, the Medina County 9-1-1 Addressing Coordinator will go to the property and take a physical GPS reading from the driveway, then the coordinates will be taken to the Medina County 9-1-1 office to be converted into an address. From that point, all parties involved will be notified of the address.

If the customer does not have a driveway in place, someone will need to go to the property and mark where the driveway or structure will be located in the future. They may use stakes, spray paint, flags, etc. to clearly mark where the driveway will be located. **The Medina County 9-1-1 Addressing Coordinator must be notified when and how the driveway is marked before she will go out in the field to get the GPS reading.**

The Addressing Coordinator typically goes out in the field for addressing on Fridays. So long as the driveway is in place/has been marked, the address request will be added to the weekly route. Depending on the amount of addresses to be done on that day, the customer will be contacted by the Addressing Coordinator that Friday afternoon or the following Monday morning, via telephone, email, etc. If needed, an Address Verification letter can be provided.

Is there currently a driveway in place at the property? Please describe: _____

If there is not a driveway in place, please describe how the driveway has been marked: _____

(Can be marked with spray paint, stakes, flags, etc. as long as it is visible from the road)

Do you need an Address Verification letter? Yes / No

If applicable, please provide email, fax, or mailing address to send the Address Verification Letter:

Please email, fax, or mail this form to Erin, at the Medina County 9-1-1 District, contact information is provided below:

Erin Brickles
Medina County 9-1-1 ECD
Addressing Coordinator
830-741-8997
Fax: 830-426-8988
Email: medinacoordinator@gmail.com
1613 Ave K. Suite 101
Hondo, Texas 78861