

**Putnam County 911 Division**

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## 911 ADDRESSING | FREQUENTLY ASKED QUESTIONS

- **How do I apply for a 911 address or change of address?**

A 911 address assignment can be requested in the following ways:

**Online:** Submit online application at <http://e911.putnam-fl.com>

**In Person:** Monday through Friday, 8:30 AM – 5:00 PM

- **What is required for a 911 address assignment?**

The online 911 application should be completed **MUST** be completed. The following information is required.

- The requestor must be the property owner
- New purchases must have new owner data in the Property Appraiser database or a copy of the recorded deed must be provided
- Parcel Identification Number
- Name of road the driveway will connect to
- Owner contact information

Additional information that may be required:

- If the development site includes a parcel split or combination, a letter identifying the final retained parcel number
- If the property is greater than 1.5 acres or has road frontage greater than 100 feet – a survey, site plan or sketch showing the location of the driveway and approximate placement of structure(s)
- If other parcel(s) must be crossed to access the property, recorded easements will be required.

- **How long does it take to get a new 911 address?**

Typically 1-3 business days depending on the information provided in the application.