



\*New Address Issued: \_\_\_\_\_

Development Services  
PO Box 698  
Marshall, Texas 75607  
(903)935-7994

## NEW ADDRESS REQUEST FORM

**\*\*\*Response time is five (5) business days from receipt of request.\*\*\***

Person completing form: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

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

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

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

Where is the property located? \_\_\_\_\_

HCAD Property ID: \_\_\_\_\_

Reason for requesting this address? \_\_\_\_\_

*(The H CAD Property ID is important in locating the property. It must be included on each application. If you do not know the Property ID please contact the Harrison Central Appraisal District at 903-935-1991.)*

### PLEASE SELECT THE TYPE OF ADDRESS NEEDED:

- ☐ Residential      ☐ Commercial      ☐ Irrigation/Water Meter      ☐ Electrical Meter  
☐ Gas Meter      ☐ Other \_\_\_\_\_  
☐ Requested by Owner      ☐ Requested by Contractor/Non-Owner

If requested by contractor or other, please provide the name and address of company and relationship to the owner/property:

\_\_\_\_\_  
\_\_\_\_\_

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

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

***Please attach a sketch of your property to this page. If a site plan exists, it may be submitted in lieu of the sketch. An aerial view will also be accepted. Once completed, submit to Development Services at the address located at the top of this form or send via email to: [AddressRequest@marshalltexas.net](mailto:AddressRequest@marshalltexas.net)***

### FOR OFFICE USE ONLY

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

Issued By: \_\_\_\_\_, Date Issued to Applicant: \_\_\_\_\_

Submitted To: ☐ HCAD    ☐ USPS    ☐ 911    ☐ Water Billing    ☐ Public Works