

STREET NAME CHANGE CHECK LIST

WHAT YOU NEED TO DO

- Inform or update your business, service, and personal contacts, such as:
 - ✓ Banks and other financial institutions
 - ✓ Cell phone providers
 - ✓ Credit card companies
 - ✓ DMV (you do not need to get a new license)
 - ✓ Friends and family
 - ✓ Insurance agents and other service providers
 - ✓ Private trash hauling services
 - ✓ Propane or other delivery services
 - ✓ Social Security Administration (Medicare and Medicaid)
 - ✓ TSA PreCheck
- You do not need to fill out a change of address form with the United States Postal Service.** Any mail sent to your old address will be automatically forwarded to your new address, as provided by the county to USPS.
- It may take companies, financial institutions, or service providers a month or more to update their databases with your new address,** as they go through a verification process to prevent identity theft.
- If you regularly order from a company that uses a delivery service other than USPS (such as FedEx) or from a company such as Amazon, please verify that they have a record of your new address before placing an order. Until your new address has been updated, they should continue to recognize your former address.
- When you file your taxes, update your address with the Commonwealth of Virginia and the Internal Revenue Service.
- While some older deeds may reference a street name or an address, it is not necessary to update your property deed. Property is generally described in deeds by the legal description, the PIN/MCPI, and Tax Map #.
- Property owners are responsible for communicating address changes to their tenants and leaseholders. If you are the property owner but not the current resident, notify your tenants.
- If the numerical portion of your address changes, update the numbers on your mailbox, house, or building.
- If you already have a current passport, you do not need to update your address. However, if your passport application is currently being processed, call the National Passport Information Center at (877) 487-2778 to update your address. For more information, see travel.state.gov.

WHAT THE COUNTY WILL DO

Loudoun County notifies Apple Maps, Google Maps, Open Street Map, TomTom GPS, and Waze of your new address and street name. Map update requests are generally accepted and made within one month of an address change. These county agencies are notified:

- ✓ Commissioner of Revenue
- ✓ Elections and Voter Registration
- ✓ Public Safety
- ✓ Treasurer

In addition, the county notifies:

- ✓ Dominion Power
- ✓ Loudoun County Public Schools
- ✓ Loudoun Water
- ✓ United States Postal Service
- ✓ Verizon
- ✓ Washington Gas

FOR BUSINESS OWNERS

If you have a business, you may also need to update your address in these locations:

- Business pages on Google, Facebook or other online sources
- Credit reporting agencies
- IRS (Form 822-B)
- State Corporation Commission
- Virginia Department of Professional and Occupational Regulation (regarding professional credentials, certificates, or licenses)
- Virginia Tax
- Your business website

Visit the U.S. Small Business Administration at sba.gov for additional information for businesses.