



Getting a New Address

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Purpose

This document is intended to help you set up your address with other agencies. This is not an exhaustive list of requirements, but rather a common set of directions that property owners should follow. Please be advised that some unique situations may involve requirements other than those outlined in this document.

General Information

Douglas County (the county) assigns all addresses within its geographic limits. Cities and towns in Douglas County are responsible for assigning addresses within their geographic limits. When you are assigned an address, the county will send you an address issuance letter. This letter serves as the official notice of your new or changed address.

When an address is assigned, the county will notify the US Postal Service (USPS) and update the county Assessors *TaxSifter* database, available at the following address:
<https://douglaswa-taxsifter.publicaccessnow.com/Search/Results.aspx>.

It is your responsibility to contact all public and private entities with whom you do business. This includes banking, insurance, and the Washington State Department of Licensing/DOL (if the new address is your primary residence).



DOUGLAS COUNTY

Transportation & Land Services

STATE OF WASHINGTON

If you are having trouble with an agency accepting your address, it may be necessary to share a copy of the address issuance letter with them. For more information, please see the FAQ at the end of this document.

Address Posting & Signage

The county has adopted the 2015 International Residential Code R319.1 on addressing signage requirements. Per these requirements, a reflective address sign must be positioned in a location clearly visible to emergency responders (at the head of your driveway and/or on the front of the building), to ensure they can quickly locate your building. Reflective address signs can be purchased from the Wenatchee Valley Fire Department by their request form here: [English](#) or [Spanish](#).

New Roads

Before emergency services and delivery personnel can find your address, a road name sign must be installed at the intersection with other roads. In accordance with Douglas County Code (Section 12.57.120), the county will install all necessary street name signs, warning signs, and regulatory signs within the county right-of-way. It is the responsibility of the property owner to reimburse the county for the installation.

Sign installation by the county is limited to required signs within the county right-of-way or at private road intersections with a county road. The county does not install signs at intersections of state/private roads, or the intersections of private/private roads. Those intersections are the responsibility of the property owner or the Washington State Department of Transportation (DOT). Please contact the Wenatchee office of the DOT for their requirements on posting signage at the intersection of state/private roads.

RiverCom and Emergency Services

RiverCom 9-1-1 is the dispatching authority for emergency services in the county. RiverCom updates their address database regularly by accessing the county's data. If you would like to verify that they have your correct information, you will need to contact them directly at [\(509\) 662-4650](tel:5096624650).

US Postal Service (USPS)

Although the county does notify the USPS of new addresses, USPS still requires the completion of a "Change of Address" form. Completion of this form is necessary if you would like to receive mail at this new address. Once this form is completed, the USPS will forward all mail from the "old" address to the "new" address for at least six months. It may take the USPS up to a month to update all address changes in their system.



DOUGLAS COUNTY

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Rimrock Meadows

Please be aware that there is currently no postal service to Rimrock Meadows. If you are located within Rimrock Meadows and would like to receive mail, you may obtain a post office box at the Ephrata Post Office. Other commercial parcel delivery companies may deliver to Rimrock Meadows.

FAQ

Please be advised that the county cannot update another agencies' database and/or system. If you are having trouble with another agency, please work directly with them to get your address added or updated in their system. For this purpose, keep a copy of your address issuance letter as it serves as official proof of your address.

Why am I not receiving mail?

The USPS address system can take weeks to update. However, if you are not getting your mail, or the post office is telling you they don't have a record of your address, please contact the USPS Address Management System. They can be reached by calling (253) 214-1765 or emailing Seattle-DL-DistrictAMS@usps.gov.

I lost my Address Issuance Letter; how can I get a new one?

Please contact the Douglas County GIS Division at (509) 884-7173. Douglas County can reissue the letter for you. If you know your parcel number or new address in advance, it will help speed up the process.

How can I order a reflective address sign?

Reflective address signs can be purchased from the Wenatchee Valley Fire Department. The purchase request form can be found by following the links here: [English](#) or [Spanish](#).

Is there a way online to check on my address information online?

You can visit our online map [here](#) to view all the active addresses and associated information within the county.