



9-1-1 READDRESSING AND RENAMING COURSE OF ACTION CHECKLIST



LIST	COMPLETED
Notify E9-1-1 in writing of imminent changes (road name changes, increments, line directions, special situations)	
For small renumbering projects, approach residents to get voluntary agreements to change	
If no agreement, then a Public Hearing shall be scheduled	
Send out Public Hearing notices to affected residents (requires a minimum of 10 days notice)	
Post Public Hearing notice in newspaper (requires a minimum of 10 days notice)	
Public Hearing takes place	
Decide whether or not to move forward with planned changes	
Notify E911 that your addressing project will be going forward	
E911 will assist with readdressing at town's request	
Notify <u>local</u> Postmaster about upcoming changes	
Confirm all information is correct on <u>MSAG Name & Range Spreadsheet</u> and <u>Specific Address Spreadsheet</u> sent to you from E9-1-1	
Send Conversion package (spreadsheets & signed Address Conversion letter) back to the Bureau (minimum of 40 days prior)	
Set Commencement Date (30 day minimum)	
Notify USPS- email spreadsheets & implementation date to paul.j.shinay@usps.gov (30 days prior)	
Notify local Dispatch Agencies, County Sheriff and any mutual aid jurisdictions (30 days prior)	
Notify all utility companies of changes (30 days prior)	
Bureau forwards all information to Database Dept (30 days prior)	
Send certified letter to each resident stating new address (suggestion of 2 weeks prior)	
Implementation takes place	
All street signs are changed accordingly on implementation date and posted on all affected structures	
<p>The town may also notify the following companies which will help the data to be dispersed to vendors such as Google, MapQuest, GPS companies, etc. in a timelier manner.</p>	
<p>Department of Transportation Wayne Cherrette, GIS Technician 7 Hazen Dr. PO Box 483 Concord, NH 03302-0483 wcherrette@dot.state.nh.us 603-271-3656</p>	<p>Tele-Atlas (Mapping Company) http://www.teleatlas.com/index.htm Specific instructions follow on next page.</p>
<p>Navteq (Mapping Company) http://www.navteq.com/ Josh Dirks local@navteq.com 312.894.3994 Specific instructions follow on next page.</p>	<p>Federal Express will be receiving updates from E9-1-1.</p> <p>At this time, United Parcel Service will accept changes from residents only.</p>

TELE ATLAS

- Go to: WWW.TELEATLAS.COM
- Select the blue box titled "FOR CONSUMERS" -this will give you a drop down
- Select "MAP UPDATES STORE"
- Select green box titled "REPORT MAP CHANGES"
- Select "ENGLISH"
- Select orange "START"
- Select green arrow drop down next to "SELECT COUNTRY"
- Select "UNITED STATES"
- Select green arrow drop down next to "SELECT STATE/PROVINCE"
- Select "New Hampshire"
- Under "LOCATE BY ADDRESS" type in the information...Number / Street / City / Zip Code (You do not have to use a zip code to make the change)
- Select the orange "SEARCH"
- Click the green blinking "THUMB TACK" and place it on the map where the location is for the address you are changing, and then release the "THUMB TACK"
- Select the green blinking box titled "STEP -2 DESCRIBE"
- Select the red house that reads "ADDRESS"
- Select the bullet which best describes your change:
 - ~ Add an address, street name, house number or city
 - ~ Change an address, street name, house number or city
- The information you typed will be displayed. Once you have confirmed that the information is correct , select the green blinking "SUBMIT" tab.
- Enter your email address then select the orange "SUBMIT REPORT"
- You will then be issued a personal tracking number for future reference, which will also be emailed to the address you provided.

NAVTEQ

- Go to WWW.NAVTEQ.COM
- Select "MAP REPORTER" at the top of the page
- In the drop down menu select "UNITED STATES" as your country
- Type in address including street name, town name and state
- Select the blue arrow to the right of the information you just typed.
- An "ADDRESS FOUND" box will show.
- A map will pop up showing your selection
- Below the map are all of the choices from which to select items that are changing.
- Example, if it is road name, choose the bullet that reads "ROAD NAME IS MISSING OR WRONG. Found under #2 Type of feedback
- Under #3 Details: you will need to re-enter the road name and then put your changes in the comments box
 - ~Example *Drakewood Dr has been changed to Deer Run Dr.*
- Skip down to # 5 and enter your email address and then select the Submit square.
- You will receive a thank you message from NAVTEQ that will issue a tracking number for you that you can track the changes you have submitted. You will receive a tracking number for each change.

If you still need to make more changes then scroll down to Report More Feedback and it will bring you back to where you enter your changes.