



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

LIST	COMPLETED
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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 local postmaster (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)	
Bureau sends spreadsheet to Fedex and Navteq	
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	

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.

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

Fedex
Kathleen Dempsey
ktdepsey@fedex.com
603.627.0200

In addition to FedEx and DOT, you can also visit the following links in order to submit the changes to the appropriate web-based service provider.

Tele-Atlas / TomTom <http://mapinsight.teleatlas.com/mapfeedback/index.php>

NavTeq <http://mapreporter.navteq.com/dur-web-external/secured/submitDur.do?userType=CONSUMER&language=en>

Google <http://www.google.com/mapmaker>

At this time, United Parcel Service will only accept changes from residents. United Parcel Service will also receive quarterly updates from Tele-Atlas and Navteq.