



Rio Arriba County *Planning and Zoning Department*

911 Physical Address Verification Requirements **Standard Operating Procedures**

Required Documentation for Adult Request:

- Identification: Primary or secondary form of identification as per GSA requirements.
- Physical Address: The house number and road name of the requester's residence.

One of the following:

- Proof of Ownership
- Utility Bill: Issued within the last 30 days, displaying the applicant's name and current residential address.
- Bank or Mortgage statement within the last 30 days.
- Current Notarized Lease or Rental Agreement.

Required Documentation for Minors:

- Passport, State Issued ID Card, Birth Certificate, or Proof of Court-Ordered Guardianship.
- The parent or guardian must provide the requisite documentation outlined for adults.

Third-Party Request:

- Physical Address: The house number and road name of the residence.
- Utility Bill: Issued within the last 30 days, displaying the applicant's name and current residential address.
- Bank or Mortgage statement within the last 30 days.
- Current Notarized Lease or Rental Agreement.

Verification of Address:

- Designated personnel verify the provided address by cross-referencing it with the official 911 database or local address verification systems.
- If the address is verified, the request for Address Verification is issued.
- Any discrepancies must be addressed before issuing the address verification.
- Additional documentation or verification steps may be necessary to address discrepancies.

Collection of Verification Fee:

- As per the fee schedule, a \$5.00 fee will be charged to the requester upon submission of the verification request for issuing the 911 Physical Address Verification Form.