

County of Culberson
300 La Caverna
VAN HORN, TEXAS 79855

432-283-2059
432-283-9234 (fax)

www.co.culberson.tx.us

INSTRUCTIONS FOR REQUEST OF A PHYSICAL (911) ADDRESS

What are the requirements to obtain an address?

1. Complete the attached application for **EACH** address request.
(multiple address requests on one application cannot be accepted)
2. Proof of property rights or ownership.
Example:
 - a. **Property Owner** - Property contract, warranty deed, tax statement and/or bill of sale including legal description.
 - b. **Leasee** - written and signed permission from the owner.
3. Submit copies of the above paperwork to the Emergency Management Coordinator via email or USPS mail.
4. A copy of the plat map for properties **UNDER 10** acres might be required.
5. **DO NOT SEND ORIGINAL DOCUMENTS. THEY WILL NOT BE RETURNED.**

What's the process?

Once a complete application with required documentation is received, and confirmed by the Town of Van Horn, your information is forwarded to the Rio Grande Council of Governments where addresses are issued. Please review requirements and ensure all are met PRIOR to application submission. **Incomplete applications will not be processed.**

How long will it take?

This process can take anywhere from a few days to a month, or more, depending on the property. Most take no more than a couple of weeks. Incomplete applications cause the biggest delays and will not be processed.

How will I be notified of completion?

An email will be sent to you and the Emergency Management Coordinator.

Will my address appear online in maps such as google, apple or other?

No. The address serves as prove of the physical address and for local 911 agencies. For additional questions regarding this please call the RGCG at 915.533.0998.

Mail to: Cody Davis, Emergency Management Coordinator PO BOX 911 Van Horn, TX 79855

Email: cody.davis@co.culberson.tx.us

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APPLICATION FOR PHYSICAL (911) ADDRESS

1. *Type of Request (select one):

___ New Address

___ Existing Address Confirmation/Name Change (please include existing address)

2. *Applicant Name: _____

3. *Mailing Address: _____

4. *Telephone Number: _____ *Email Address: _____

5. Property Owner Name (if not applicant): _____

6. Property Owner Telephone Number (if not applicant): _____

7. *Number acres _____ (*include plat map if under 10*) & Legal Description of Property:

8. Latitude and Longitude of Property (optional): _____

9. *For Commercial, Residential, or other use: _____

To be considered please attach a copy of your recorded deed, contract of sale, lease or a signed letter from the property owner for EACH address requested. In addition, property tax, plat maps and/or utility bills are encouraged to be submitted.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Signature: _____

Date: _____

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