

# STREET NAME CHANGE CHECK LIST

This checklist includes agencies or service providers you should inform of your change of address. Loudoun County will inform some on your behalf.

## **Inform or update your business, service, and personal contacts, such as:**

- Banks and other financial Institutions
- Credit card companies
- Insurance agents and other service providers
- DMV, within 30 days of an address change
- U.S. Social Security Administration (Medicare and Medicaid)
- TSA PreCheck
- An application for a passport that is currently in process (see note under “Additional Information”)
- Friends and Family

## **Loudoun County will notify the following of the change of property address:**

- Public Safety (911 emergency services)
- Loudoun County Public Schools
- United States Postal Service (USPS)
- Commissioner of the Revenue
- Registrar’s Office (Elections)
- Loudoun Water
- Washington Gas
- Verizon home internet services
- Apple Maps, Google Maps, Open Street Map, and Waze
- TomTomGPS

## **Business Checklist and Resources**

If you have a business, you may need to update your address with the following:

- Virginia Tax
- IRS (Form 822-B)
- State Corporation Commission
- Business Credit reporting agencies
- Business pages with Google Maps or other online services
- Your business website
- If you have a professional credential, certificate, or licenses, update your address with the Department of Professional and Occupational Regulation

The U.S. Small Business Administration has a webpage with additional information on who you may want to inform. This is available at [sba.gov](https://www.sba.gov).

## **Additional Information**

If you have a passport, you do not need to update your address. However, if your passport application is currently being processed, call the National Passport Information Center at (877) 487-2778 to update your address. For more information, see [Travel.State.Gov](https://www.travel.state.gov).

**You do not need to fill out a change of the address form with the USPS.** Loudoun County will notify the USPS. Any mail sent to your old address will be forwarded to your new address for a period of up to one year.

**It may take private companies a month or more to update their databases with your new address.** If you regularly order from a company that uses a delivery service other than USPS (such as FedEx) or from a company such as Amazon, please verify that they have a record of your new address before placing an order. Until your new address has been updated, they should continue to recognize your former address.

**You can change your address with the Commonwealth of Virginia and the Internal Revenue Service when you file your taxes.** You can also change your address online.

**No changes to your property deed are necessary.** Property is generally described in deeds by the legal description, the PIN/MCPI, and Tax Map #. While some older deeds may reference a street name or an address, it is not necessary to update your deed.

As noted, Loudoun County will notify **Apple Maps, Google Maps, Open Street Map, TomTom GPS, and Waze** of your new address and street name. Map update requests are generally accepted and made within one month of an address change.

**If you are the property owner but not the current resident, notify your tenants.** Property owners are responsible for communicating address changes to their tenants and leaseholders.

**If necessary, update your posted house number on the effective date of change.** The numerical portion of an address generally will not change when a street is renamed. If a house or building number change is required, the owners are responsible for posting the new number.

Direct links to many of the above resources as well as additional information can be found at [Loudoun.gov/roadrenaming](https://www.loudoun.gov/roadrenaming).