

Clay County Next Generation 911

123 N. Locust

Flora, IL 62839

Phone: 618-662-7070

Fax: 618-662-6212

How to get a 911 address in Clay County

Your 911 address helps emergency responders find your home or business. In order to get your 911 address please complete the following steps:

- 1) Complete the 911 address request form required for your area. The form is generally available via the internet as a printable form or at the local office that handles the applications. (Clay Co 911 – 123 N Locust St, Flora)
- 2) Your driveway must be marked to receive your address. Please mark your driveway with a stake and white flag or cloth. (This way, I know where your driveway is actually at). I will try to get to your address just as soon as I have this form back.

Who assigns my address?

Clay County 911 has been designated as the addressing authority for Clay County except in the villages of Clay City, Louisville, Xenia and the City of Flora. 911 does assist the City of Flora with their addressing.

Why do I need a 911 address?

In order to properly locate where a 911 call originates a structure must have an address. If you do not have a correct address it would be very difficult to locate your residence or business in an emergency.

Where should I post my 911 address?

Your address should be posted at your driveway, visible from both directions of travel. It is preferable that the numbers be at least 3 inches tall and reflective to ensure they are visible at night and emergency services can see them. This saves time locating your home in the event of an emergency.

How is the address assigned?

In order for Clay County to assign a new address, I must come to your location. Even numbers are assigned to one side of the road, odd numbers to the other. The mapping computer that I use helps assign this address based on location.

CLAY COUNTY NG911 ADDRESS APPLICATION

clcyo911@bspeedy.com

618-662-7070

USPS Mail to:
E911 Address Application
Clay County E911
123 N Locust St
Flora, IL 62839

Date of Application:

On the Web:
Visit us on the web at:
www.claycountyillinois.org
to fill out the form and send
electronically

Complete this form and return it to the Coordinator by either the web, USPS or Email.

PRESENT MAILING ADDRESS (PLEASE PRINT CLEARLY)

Full Name: _____

Current Mailing Address _____

City, State, Zip _____

Current Phone # Home or Cell _____ Work: _____

NEW ADDRESS INFORMATION

Name of road new structure will be addressed on _____

NOTE: If located on a corner, list road which driveway will access.

Name of the nearest intersecting roadway _____

What side of the road is your new structure on? North South East West Left Right

What type of structure is to be addressed: Please check type below

House _____ Mobile Home _____ Travel Trailer (Camper) _____ Business _____

Other (explain) _____

Can your new structure be seen from the road? Yes _____ No _____

Will your new structure share a driveway with another structure? Yes _____ No _____

If yes, what is the existing structure's 911 address? _____

Comments or helpful information:

DO NOT WRITE BELOW HERE

NEW 911 ADDRESS: _____

Applicant Notified _____

Date Addressed: _____

Added to digital file _____

By: _____

Added to Database _____

Post Office Notified: _____

Assessors Office Notified: _____