



## REQUEST TO CHANGE AND/OR VERIFICATION OF ADDRESS

The property owner or any other party with a significant interest, including, but not limited to various government agencies may request a change of address. An address change is usually granted in order to correct an error or a confusing situation.

Please submit your request in writing to the Enumerations Department. Clearly state the specific reason for the request, and also include the following:

- Tax Schedule Number of the property in question, information can be found on the El Paso County Assessor's office website <https://property.spatalest.com/co/elpaso/#/>
- Property Legal Description.
- Clearly indicate the current address or addresses being used.
- A site plan showing the location of the parcel and any structures located on that site, indicate drive access and main front entry(s).
- \$50.00 application fee, to be submitted with the request.

Address your request to the Enumerations Department with Pikes Peak Regional Building Department, 2880 International Cir., Ste. 100, Colorado Springs, CO 80910.

If your request is for a street name change, contact either the El Paso County Department of Transportation at 719-520-6840 or the City of Colorado Springs Planning Department at 719 385-5905.

If you need further assistance with your request to change an address, please contact the Enumerator, Amy Vanderbeek at [Amy@pprbd.org](mailto:Amy@pprbd.org), Brent Johnson at [Brent@pprbd.org](mailto:Brent@pprbd.org) or Becky Allen at [Beckya@pprbd.org](mailto:Beckya@pprbd.org).