

## CHANGE OF ADDRESS REQUEST FORM

By submitting this form you are requesting your mailing address to which you receive tax bills and listing forms be changed / updated in our records.

Please be sure to include your parcel number and/or customer number and a valid phone number in case we have any questions concerning your request.

**PARCEL NUMBER(S) TO BE CHANGED:**

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(please list the parcel numbers for *each* of the properties you want the change to effect)

**CUSTOMER NUMBER(S):** \_\_\_\_\_

**PHONE NUMBER(S):** \_\_\_\_\_

**PERSON REQUESTING CHANGE:** \_\_\_\_\_

**NEW MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU WOULD LIKE TO MAKE ANY CHANGES TO THE OWNER(S) NAME(S) CERTAIN REQUIREMENTS MUST BE MET.

IF THERE IS A DEATH -- Please provide a copy of the probated Will that is filed at the Dare County Clerk of Courts office and/or a copy of the death certificate. The Dare County Clerk of Court's phone number is (252) 475-9100.

IF THERE IS A MARRIAGE OR DIVORCE -- A copy of the marriage certificate and driver's license showing the new name(s) or, in the case of divorce, a copy of the court order declaring an absolute divorce and name change.

IT IS BEST TO CONTACT THE DARE COUNTY LAND RECORDS DEPT. @ (252) 475-5960 TO BEST DETERMINE WHAT IS NEEDED TO CHANGE A NAME ON A TAX RECORD.

***Email, mail or fax your address changes to:***

Email:

Mail: **Dare County Land Records, PO Box 1000, Manteo, NC 27954**

Fax: **(252) 475-5997**