



# ADDRESS CHANGE APPLICATION

Bay County issues addresses in the following areas: Callaway, Lynn Haven, Springfield, Fountain, Youngstown, Brannonville, Bayou George, High Point, Sandy Creek, East Callaway, Parker, Cedar Grove, Hiland Park, West Bay, Pinelog, Southport, Sandhills, Laguna Beach, North Lagoon, Bay Side, Bay Point, and all other unincorporated areas of the County.

**Bay County BOCC**  
840 W 11<sup>th</sup> Street  
Panama City, FL 32401

**Website:** www.baycountyfl.gov/address

**Email:** addressing@baycountyfl.gov

**Phone:** 850.248.8071

**Fax:** 850.248.8064

**\*Please allow 5-7 business days to obtain a new address**

## -----APPLICANT CONTACT INFORMATION-----

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## -----REQUESTED INFORMATION-----

**Parcel ID (Required):** \_\_\_\_\_

Existing Address: \_\_\_\_\_

Apartment/Suite #: \_\_\_\_\_

Reasoning for address change: \_\_\_\_\_

\_\_\_\_\_

*Approval from the owner of the parcel must be provided before an address change may occur. There is no fee for an address change.*

## -----OWNER ACKNOWLEDGMENT-----

I, \_\_\_\_\_ (print name) **acknowledge and approve the change of address for**  
\_\_\_\_\_ (Write existing address). I

**understand I am responsible for contacting all necessary entities of this address change.** (See attached list)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY

Assigned/Proposed Address: \_\_\_\_\_

CityView #: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_

## **U.S. Postal Service**

[moversguide.usps.com](http://moversguide.usps.com)

(800) 275-8777

*The county will contact USPS to update their database to ensure that any mail sent to an address with the previous street name will be delivered to the address under the new street name.*

## **Bay County Property Appraisers**

[Bay County Property Appraiser \(baypa.net\)](http://baypa.net)

(850) 832-2668

*The county will contact Property Appraisers to update their database to ensure that the new address will be depicted on their website and on the following years tax form. Ownership of a property is taken by legal description of the property not by the property address. Since the ownership is based on the legal description of the property, there is no need for property owners to make any changes to their deed or title because of an address change.*

***\*\*If you have a homestead, you will need to contact property appraisers to notify them of your address change\*\****

## **Florida Highway Safety and Motor Vehicles (FLSMV) - Driver License and Vehicle Registration**

FLSMV Website - [www.flhsmv.gov](http://www.flhsmv.gov)

Tax Collector Website – [www.baytaxcollector.com](http://www.baytaxcollector.com)

(850)248-8501

*Florida law requires all driver license and identification card holders to report any change of address within 30 days. Address changes can be done online via MyDMV portal or in person at the Tax Collector's office.*

## **IRS**

[www.irs.gov/faqs/irs-procedures/address-changes](http://www.irs.gov/faqs/irs-procedures/address-changes)

(800) 829-1040

*Complete form 8822, tell them by phone, or simply use your new address on your tax return when you file.*

## **Bay County, Supervisor of Elections - Voter Registration**

[www.bayvotes.org](http://www.bayvotes.org)

(850)\_784-6100

*To change your address on your voter registration you will need to re-register to vote. The county will contact the Supervisor of Elections to update their database and document the change of address.*

## **Your Employer**

*Your employer will need to know if you've moved or changed your address recently because they will send your W-2 tax forms to your last known address.*

## **Payment Services, Loan Issuers, Banks, Credit Unions, Credit Card Companies, Retail Accounts, Other Financial Agencies**

*Check your billing statements or bank cards for websites and phone numbers to contact for address changes.*

## **Credit Reporting Bureaus**

Experian - [www.experian.com](http://www.experian.com)

TransUnion - [transunion.com](http://transunion.com)

Equifax - [equifax.com](http://equifax.com)

*If you change your address with your lenders, credit card companies, and bank, the reporting agencies will update the address without you having to contact them.*

## **Insurance Companies, Service Providers, Cell Phone Providers, Subscription Services, Memberships**

*Health, dental, homeowners, car, and life insurance providers should be on your list of companies that you need to notify of an address change. You'll need to notify any doctors, dentists, therapists, or vets that currently provide you and your family with medical services of any address changes. Also notify your lawyer if you have one. Home Security, Pest Control, Lawn Service or other services should also be notified. These companies need to know that you've changed your address. Many of these services are web-based, so you can log in to your account to update your profile.*

## **Social Security Administration - Social Security and Medicare Benefits**

Individuals Receiving Social Security or Medicare Benefits - [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount)

All Others - [www.ssa.gov/agency/contact](http://www.ssa.gov/agency/contact)

(800) 772-1213

*If you receive Social Security retirement, survivors, or disability benefits, or Medicare, you can change your address using your my Social Security account. If you don't receive Social Security benefits or Medicare, you can change your address by contacting the Social Security Administration by phone, email, or in person. See their website for more information.*

## **Department of Veteran Affairs**

[www.va.gov](http://www.va.gov)

(844) 698-2311

*Contact the VA if you are a veteran who receives benefit payments or you want to update your records.*

## **U.S. Citizenship and Immigration Services (USCIS)**

**[www.uscis.gov/addresschange](http://www.uscis.gov/addresschange)**

(800) 375-5283

*Contact USCIS within 10 days of a move if you are a non-U.S. citizen who is required to register your address. It's crucial to keep your address up to date to avoid any issues with your case.*

### **Schools and Childcare Providers**

*Notify any school or daycare that you or a family member attend.*

### **Online Shopping Sites**

*Change your address with any online stores where you shop frequently, for example Amazon, Costco and eBay.*

Disclaimer: All resources provided are for general informational purposes only. Contact information is for third-party organizations which may update their procedures or fee schedules at any time. For the most current information available, please contact the organization directly.