



# DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS  
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# Change of Address Request Form

Building Services

Complete this form to submit at City Hall or send via email to [COKAddress@kirklandwa.gov](mailto:COKAddress@kirklandwa.gov).

The following information is required in order for the GIS Division to review your request for a change of address. Please assist us by **ENTERING ALL INFORMATION REQUESTED**. You will be notified within **5 business days** once the form has been submitted.

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Reason for change: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this request is approved, the owner is responsible for notifying the King County Treasurer, utility companies (personal accounts for telephone, cable electrical, gas), voter and vehicle registrations, also the U.S. Postal Service, and fire or burglar monitoring companies.

----- OFFICE USE ONLY -----

GIS:  Approved  Denied

Building Official / Fire Marshall:  Approved  Denied

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Reason for change: \_\_\_\_\_

Parcel Tax Account #: \_\_\_\_\_

GIS Map/EnerGov changed by: \_\_\_\_\_ Date: \_\_\_\_\_

Correspondence sent by: \_\_\_\_\_ Date: \_\_\_\_\_

Notification sent to:

Finance Department

Planning & Building Department

Public Safety

Utility Companies

Public Works Department

U.S. Postal Service

King County E-911 / NORCOM

King County Dept. of Assessments

Waste Management