

Address Change Request Form

Instructions

This form is used to notify the Village of Oswego's GIS/Community Development Department of an address change. Complete the form below in its entirety. Once completed, sign the form, make a copy for your records, and **mail or fax this form to the Village of Oswego**. Failure to include the required information may result in a delay in processing your request.

Please check the request below:

Change Existing Address

Remove/Modify Existing Address

Add NEW Address

Please provide info:

Existing Address (if applicable):

Proposed Address (if applicable):

PIN:

Zoning:

Name of Business:

If accepted, the Village will notify Kendall County, Oswego Fire Protection District, Oswego Police Department, and the Yorkville USPS of your address request.

Please provide your Contact information below:

Print Name:

Signature _____ Date:

Phone Number:

E-Mail address:

NOTE:

If a multi-tenant address is requested, the USPS may require you to purchase a Neighborhood Delivery Centralized Box Unit (NDCBU).

If you are changing or removing/modifying your existing address – **Please provide proof of address with a current utility bill.**

If request involves a Business - you will be required to obtain zoning approval from the Community Development Department, complete a Business Registration Application with the Clerk's Office and apply for a change of occupancy with the Building & Zoning Department. A change of occupancy may require payment of fees and inspections based on the type of business.

Village of Oswego • Attn: GIS Department • 100 Parkers Mill • Oswego, IL 60543 • Fax: 630-551-3975