

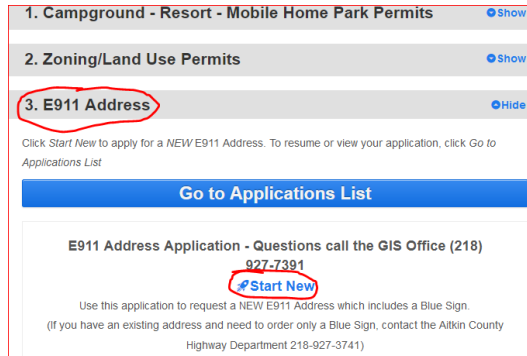
# 911 Address – How to Request

## How do I get started?

Go to the Aitkin County OneGov website at: <https://mn-co-aitkin-pz.onegov.rtvision.com> or do a web search for Aitkin County and click the 'E911 New Address Request' link on the Home Page. If you are a new user please Sign Up, located at the top right of the page. Once your account is created, you can Log In to start a request. You can also resume your request or track the status of your request by Logging In.

## Step 1 – Select the application type.

Select the E911 Address application from the list of options and click 'Start New'



## Step 2 – Fill out required fields.

The application will walk you through every step. Follow along and answer all required fields. Once an application is started it is placed in “incomplete” status and assigned a unique identification number.

## Step 3 - Payment

On the Invoice section select the Payment Method:

By selecting *Value Payment Systems Credit Card* you can pay online with a Credit Card, Debit Card, electronic check, or PayPal. You will be presented to pay online after you click Finish.

To Pay by Check, please make check payable to Aitkin County Zoning and mail to the following address: Aitkin County Planning & Zoning, 307 2<sup>nd</sup> St NW, Room 219, Aitkin, MN 56431

## Step 4 - Review

Review the application and invoice for completeness, then click Finish.

The finished application will be sent automatically to the GIS Office for review, and you will receive an email confirmation that your application was submitted.

## When can I expect to receive my address?

The GIS Office will review your application and assign a street address to your property. When the address assignment process is completed, you will receive an email to let you know that your address has been assigned and you will have to log back into your account that you created at the beginning of this process to view the attached letter containing your address.

Please allow 1-3 weeks for the address assignment. Contact 218.927.7391 with questions.

## Frequently Asked Questions: Online Applications

**Is it required to use the online address application?** Yes, all address requests will be required to be submitted using this online application. However, the GIS Office is able to assist you either over the phone or in person at our office. It is best to contact the GIS Office in advance to ensure staff are available to help. This online application will allow for faster processing of address requests, among other advantages.

**How can I pay for my application?** Applicants can pay online with credit card, debit card, electronic check, or PayPal with a minimal convenience fee. If you are not interested in paying online, you still have the option of sending in or dropping off a check/cash. Check should be made payable to Aitkin County Zoning. Please note, applications will not be processed until payment is received in full. Incomplete applications will be returned.

**What if I don't have a computer or a scanner?** The online address request application requires the applicant to create an account (email address required) in order to start an application and view the status of an application. If you do not have a computer, you should visit the local public library or the 2<sup>nd</sup> floor of the government center for use of the public workstations. If you are planning to use the 2<sup>nd</sup> floor public workstation to apply, it is best to contact the Zoning Office in advance to ensure staff are available to help. Please come prepared with an active email address, a map depicting the location of your driveway and a valid form of payment. If you do not have a scanner to attach your documents, you can mail or drop off the documents at the GIS Office for staff to attach.