ADDRESS ASSIGNMENT/CHANGE/VERIFICATION WORKFLOW PROCESS

1. Submittal

2. Site Improvement & Permits Section (SIPS)
reviews submittal for completeness and accuracy.
Address assignments, address changes, and address verifications
require examination of property and structure location
with respect to address grid.

3. SIPS prepares Address Assignment
Address Change or Address Verification

MICROSOFT CORPORATION

6. Customer follows up
with local Post Office

4. SIPS mails Address Assignment,
Address Change, or Address Verification
to customer and pertinent agencies.