



**911 Emergency Response System**  
*"We Can't Help You  
 If We Can't Find You !"*

# APPLICATION FOR A CIVIC ADDRESS

PEI9-1-1 is an enhanced Emergency Response System that will automatically identify the location and telephone number from which your 9-1-1 call is placed - even if you are unable to speak. In order to be included in this automated service the property where your telephone service is located must be assigned a civic address.

**Please be advised that all civic address applications are subject to a \$50 + HST administrative fee.**

Date completed: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Section  
1**

**Applicant Information**

Family Name / Business Name	Given Name
Mailing Address	Unit #
Municipality (City, Town, Village, etc.) and Province	Postal Code
Contact Telephone: (Res.) _____ (Bus.) _____ E-mail _____	

**Section  
2**

**Property Information**

_____ * _____ * Property Identification Number * (Include Subdivision Lot Number, if applicable) *  _____ Name of the property owner (if different)	Type of Building <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Duplex Dwelling <input type="checkbox"/> Apartment Building <input type="checkbox"/> Summer Cottage <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Storage Building <input type="checkbox"/> Mobile Home <input type="checkbox"/> Complex
Building Permit Number: _____ Approved By: _____	

**Section  
3**

**DRIVEWAY LOCATION \* Your driveway location determines your civic address assignment\***

Driveway location is on the NORTH, SOUTH, EAST, WEST side of \_\_\_\_\_.  
 (Please circle direction) (Road Name and/or Route Designation)

The driveway is located \_\_\_\_\_ feet from the NORTH, SOUTH, EAST, or WEST property boundary line.  
 (Please circle direction)

Will the development require the creation of a new access driveway or the relocation of an existing access driveway?  
 Yes ( ) or No ( )

**Please Provide Drawing of Site on Reverse Page (Section 4)**

**Section 4 Diagram of Property**

Show location of building(s), driveway(s), and all abutting roads.  
**CLEARLY MARK THE DISTANCE, IN FEET, FROM A BOUNDARY LINE TO THE CENTER OF THE PRIMARY DRIVEWAY.** If this information is missing, your application can not be processed.

\* **IMPORTANT !** In addition to the above sketch, it is helpful if you attach a GeoLine or Civic Address Viewer map, which highlights the subject property, and which clearly indicates an accurate **location of the primary driveway.** Maps are available at your nearest Access PEI office.

**Section 5 Telephone Information**

To ensure your telephone number accurately matches your civic address, please provide the following information. Include all your telephone lines (residence, business, fax, childrens' phone, Internet line) at the property above.  
**NOTE: The information you provide in this section will be used to create the association between a civic address and the telephone numbers at that particular address for 911 purposes.**

Customer (Family Name - Given Name)	Telephone Number
Customer (Family Name - Given Name)	Telephone Number

Please return the application to the following:

**911 ADMINISTRATION OFFICE  
PO BOX 911  
CHARLOTTETOWN PE C1A 7L9  
Tel: (902) 894-0385  
Fax: (902) 368-6362  
E-mail: 911@gov.pe.ca**

Your personal information is collected on this form under section 31(c) of the *Freedom of Information and Protection of Privacy Act* and will be used only for assigning a civic address under the provision of the *Emergency 911 Act.*