



# CALDWELL COUNTY 9-1-1 ADDRESSING

## HOW TO OBTAIN A 9-1-1 ADDRESS

### 1. Request an address:

- a. In Person: **110 South Main St., Lockhart, TX**
- b. Online: form can be found at <https://www.co.caldwell.tx.us/page/caldwell.911.page>, then emailed to [jaclyn.archer@co.caldwell.tx.us](mailto:jaclyn.archer@co.caldwell.tx.us)
- c. Call: 512-359-4661

### 2. Information needed:

- a. Property legal description, 5-digit property tax ID, prop owner name, surrounding addresses, physical location (i.e.: road name, mile marker)
- b. Driveway location:
  - distance in feet from prop corner or beginning of road
  - GPS coordinates
  - landmarks: large trees, pond, etc.
  - what side of the road?
  - name of road at entry
- c. Reason for address: new house, ag, septic/building/driveway permits
- d. Description of any structures going on property
- e. Current mailing address/email and phone number

### 3. Addressing Process:

- a. distance to driveway(ft) divided by 5.28 (1/1000 mile) = address number
  - example:  $6,550\text{ft} / 5.28 = 1240.5$ 
    1. left: 1241; right: 1240

### 4. Dispersing Address

- a. Postal service and Appraisal District are notified of address by 9-1-1
- b. Property owner is responsible for changing address with all other entities
- c. For additional documents or information contact **Jaclyn Archer**, 512-359-4661



**110 S. Main St.**  
2nd Floor  
Lockhart, Texas 78644  
United States

PHONE (512) 359-4661  
FAX (512) 398-1828  
E-MAIL [jaclyn.archer@co.caldwell.tx.us](mailto:jaclyn.archer@co.caldwell.tx.us)  
WEB SITE [www.co.caldwell.tx.us](http://www.co.caldwell.tx.us)