



# Street Renaming CHECKLIST



This checklist will help you ensure all agencies and service providers know about the change to your address. To make this process easier, the Town of Carrboro will notify many agencies for you. The green check marks show which agencies are automatically notified of the street name change.

## Town of Carrboro

- Carrboro Police Department
- Carrboro Fire-Rescue Department
- 911

## Orange County

- Orange Water and Sewer Authority (OWASA)
- Orange County Tax Office
- Orange County Board of Elections

## Service Providers

- U.S. Postal Service
- Duke Energy
- Piedmont Electric
- Dominion Energy

## Business Checklist

- Business listings on Google and navigational maps
- Website
- Business Cards and other promotional items

## Service Providers

- U.S. Social Security Administration (Medicare and Medicaid)
- Insurance providers
- Phone, cable and internet providers Employer(s)
- Magazine and newspaper subscriptions
- Clubs and organizations
- Various service providers (e.g., doctors, veterinarian, daycare, alarm company, lawn service, etc.)
- TSA PreCheck and U.S. Customs and Border Protection's Global Entry program
- Online shopping sites
- Friends and family
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## State of North Carolina

- Division of Motor Vehicles
- Department of Revenue

## Financial

- Financial institutions (e.g., banks, credit unions, retirement investment providers, credit card providers, loan providers, etc.)
- Internal Revenue Service  
<https://bit.ly/IRSChangeAddress>

**Need Assistance?**

visit our website:  
[carrboronc.gov/StreetRenaming](http://carrboronc.gov/StreetRenaming)

send us an email:  
[info@carrboronc.gov](mailto:info@carrboronc.gov)

## ADDITIONAL INFORMATION

### Post Office

You do NOT need to fill out a change of address form with the U.S. Postal Service, because you are not physically moving. The Town of Carrboro will automatically provide the Postal Service with address changes to ensure any mail sent to an address with the previous street name will be delivered under the new street name. The Postal Service will link the old and new address, and forward mail to the old address for one year. Notify your mailers and contacts of your address change. It may take several weeks for private companies to update their databases.

### Orange County Register of Deeds

You do NOT need to update information with the Register of Deeds. Ownership of a property is taken by the legal description of the property, not by the property address. There is no need for a property owner to make any changes to their deed or title because of an address change.

### DMV (Drivers Licenses/ Registration)

Since the street name changes are a government action and not the result of physically moving to a new address, any changes to registration and/or driver's licenses can be made when they come up for renewal. Many common NCDMV services, such as driver's license renewal (<https://payments.ncdot.gov/>) and vehicle registration renewal can be performed at any time and any place on a computer or mobile device. To renew the registration, go to: Official NCDMV: Renew Registration & Plates: <https://bit.ly/dmvrenew> then go through myNCDMV (ncdot.gov) at <https://bit.ly/myNCDMV> and fill out the form to renew your registration and submit it online.

### Who Else Should I Contact?

You will want to notify any telephone and utility companies yourself to make sure they have your correct address in their systems.

## RESOURCES FOR BUSINESSES

### Business Credit Reporting Agencies

Dun & Bradstreet, [dub.com](http://dub.com)  
Experian Business, [sbcx.experian.com](http://sbcx.experian.com)  
Equifax Business, [equifax.com/business](http://equifax.com/business)

Each major business credit reporting agency has its own process for updating your company information. Contact each of the business credit reporting agencies to request an address update on your business credit report.

### North Carolina Department of Revenue

Complete the online form (<https://bit.ly/NC-ACBus>) and mail it to:

North Carolina Department of Revenue  
P.O. Box 25000  
Raleigh, N.C. 27640-0001

### North Carolina Secretary of State's Office, Business Registration Division

Complete the Agent's Statement of Change of Registered Office Address (BE-12) (<https://www.sosnc.gov/forms>) and it mail to:

North Carolina Secretary of State's Office,  
Business Registration Division  
P. O. Box 29622  
Raleigh, N.C. 27626-0622

### Federal, State, County, City or Specialty Licenses, Permits or Certifications

If a business is regulated by a federal agency; county agency; has a city license to do business; or has a specialty license, permit or certification; contact the issuing organization directly to update the business mailing address.

### Financial Accounts, Business Credit Accounts, Insurance Companies, Vendors, Service Providers

Change the business mailing address with all financial accounts, including but not limited to bank accounts, merchant accounts, investment accounts and any lender or bank with which the company has a business loan or business credit line. Notify any vendor, supplier, retailer or service provider of an address change to ensure that invoices and statements are received promptly, and to also protect a business from potential identity theft. Contact your providers for liability insurance, health and/or dental coverage, car, life insurance, or any other policies that the company has. Notify your company attorney, accountant or bookkeeper, payroll company, coffee service, vending machines, and any other service providers that send invoices through the mail.

### Websites and Directory Listings, Social Media, Local Search Footprints

Update your business website, and notify any local or online directory listings of the change in mailing address for your business. If a business has a presence with any social media accounts, notify those accounts of a change in address. Such changes can often be made quickly by logging into your company's social media accounts.

### Customers

Notify all clients of change of address.



TOWN OF CARRBORO • NC