

## Steps for completing and submitting a fillable form.

1. To complete the form online
  - a. Open the form you wish to submit
  - b. Complete the required fields (highlighted in red)
  - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
  - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
  - e. If you any questions, contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
  
2. To complete the form manually
  - a. Download the form you wish to submit
  - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
  - c. Sign the form.
  - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
  - e. If you any questions, contact City Hall via email or by calling 398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.



# City of Harrington

## **CHANGE OF ADDRESS REQUEST**

(requests can only be made by owner of the property)

UTILITY ACCOUNT NO.:

TAX MAP NUMBER:

Please mark all that apply:

- Rental License
- Business License
- Mobile Home License
- Contractor License

### **CURRENT INFORMATION:**

NAME:

ADDRESS:

CITY/STATE/ZIP:

PHONE:

### **CHANGES:**

NAME:

ADDRESS:

CITY/STATE/ZIP:

EMAIL:

DATE:

SIGNATURE:

\*Form must be accompanied by a copy of a state or federally issued photo ID with signature.