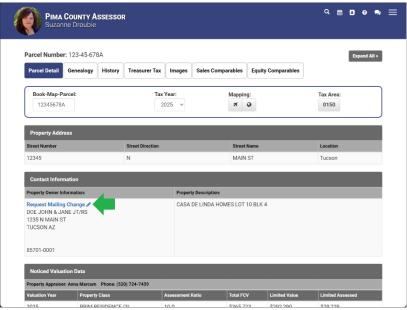
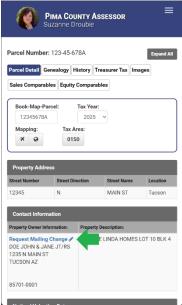
## **Getting Started:**

## **Change your Mailing Address** using our electronic form

- Visit our website's home page and search for your property using your name, address, or parcel number.
- You will be taken to your property's detail page.

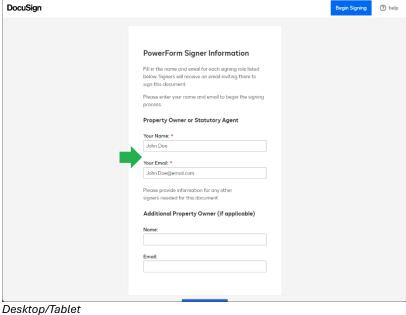
Under Contact Information, click on Request Mailing Change . .





Phone

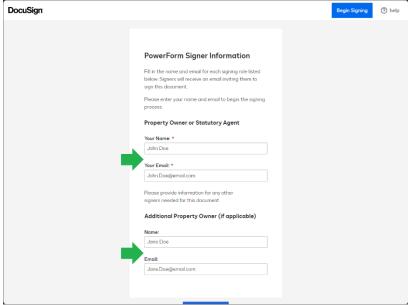
- Desktop/Tablet
- **Complete Signer Information** 
  - a. Single owners: Enter your name and email to access the form via DocuSign.

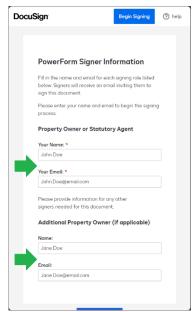


DocuSign **PowerForm Signer Information** below. Signers will receive an email inviting them to sign this document. Property Owner or Statutory Agent signers needed for this docume Additional Property Owner (if applicable)

Phone

b. Co-owners: If you share ownership with another person, you will need to provide the additional names and email address to ensure that all parties consent to any changes made to your property. Verified signatures from all owners listed on the property deed are required.





Desktop/Tablet

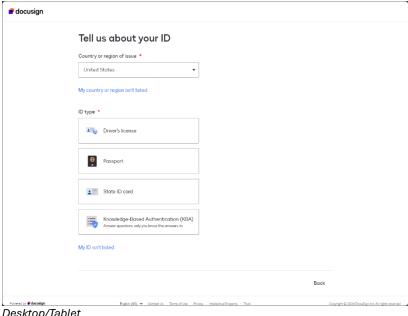
Phone

## **Identity Verification for Security**

To help prevent Deed Fraud in Pima County, DocuSign will require you to verify your identity.

You can do this by:

- Uploading a picture of your Driver's License, Passport, or State-Issued ID.
- Completing Knowledge-Based Authentication by answering a few personal questions.





Desktop/Tablet

Phone

Once your identity is verified, you will be able to complete the form with your updated mailing address following the instructions provided by DocuSign. If you need assistance, please bring your Driver's License or State-Issued ID to the Assessor's Office, where a member of our Customer Service team can help you file electronically.