



Vilas County Land Information & Mapping

330 Court Street • Eagle River, WI 54521

715-479-3755 • renord@vilascountywi.gov • <https://maps.vilascountywi.gov>

Please refer to the following information as you implement your new address assignment.

Emergency Services

If you should require emergency services to your property during the transition from your old address to your new address, always reference the address that is currently signed on your property. Vilas County will not update the 9-1-1 databases with your new address until the town has installed the physical address/road sign on your property. Once the new address/road signs have been installed, the town will notify Vilas County. At that point, the 9-1-1 databases will be updated with your new address assignment. The intent being 9-1-1 databases will always match the physical address/road sign installed on your property.

Mailing Addresses

Your local postmaster has received a copy of your readdressing letter and will update your new address to the USPS database. If you receive mail at your physical address that is being reassigned, the USPS will modify your new address for you. Please do not submit a change of address form to your postmaster or carrier as this form is used only when you are physically moving to a new location. You will continue to receive mail addressed to your old address for twelve months.

Utilities/Delivery Services

Once the town has installed the physical address/road signs on your property, your address change will be published to the Vilas County Address Change Monthly Memo. This memo lists all of the address changes implemented during the previous month within Vilas County and includes the owner name, old address, and new address. The memo is sent to Wisconsin Public Service, WE Energies, Xcel Energies, Fed Ex, United Parcel Service, United States Postal Service, Diggers Hotline, town clerks, appraisal companies, Vilas County Tax Lister, and Vilas County Treasurer.

Vilas County Databases

Vilas County will update the tax roll to reflect the new physical address assigned to your property. If you have a land line telephone, Vilas County will update the address associated with your telephone number. The Vilas County Clerk and local town clerks also receive your address change information to update county and town records.

Property Owner Responsibilities

As you make the transition from your old address to your new address, there are some entities you'll need to contact to update your address information. These entities include but are not limited to:

- [Driver License](#)
- [IRS](#)
- [Social Security](#)
- [Voter Registration](#)
- Mortgage Company /Banks
- Insurance Companies
- Cable/Satellite Provider
- Fire/Burglar Alarm Company
- Employer
- Credit Cards
- Magazines
- Cell Phone Carrier

Please see reverse side for address sign installation information.

Address Sign Installation

New address and/or road signs must be installed on your property within 90 days. The new address and road signs will be automatically ordered by your town clerk* and installed by the town crew. **There is no need to contact your town clerk unless you have additional questions.** The 90-day timeframe is suspended during the winter and spring months as the frozen ground prohibits sign installations.

**Arbor Vitae Residents:* The new address signs will be produced at the time the readdressing letters are mailed. You will have 90 days to pick up your new address sign from the town hall and install the new address sign on your property. If you are unable to install the new address sign within the 90 days or if you would prefer the town to handle the sign installation, the town crew will install the new address sign for an installation fee. Please contact Mary Reuland at 715-356-3120 for additional information.

Arbor Vitae:	715-356-3120
Boulder Junction:	715-385-2220
Cloverland:	715-479-2392
Conover:	715-479-8688
Lac du Flambeau:	715-588-3358
Land O' Lakes:	715-547-3255
Lincoln:	715-479-7000
Manitowish Waters:	715-543-8400
Phelps:	715-545-2270
Plum Lake:	715-542-4531
Presque Isle:	715-686-2473
St. Germain:	715-542-3813
Washington:	715-479-1669
Winchester:	715-686-2123