



Address Requests

My Government Online

The City-Parish has developed an automated address request process using the My Government Online portal. Please follow the instructions below to use the portal for obtaining a street address.

Step 1: Go to <http://mygovernmentonline.org> and either create a new account to log in or use your existing account.

Step 2: At the top, select “Permits and Licensing” and then “Apply Online.”

Step 3: Assure that “Louisiana” is selected as the State and “East Baton Rouge” as the Jurisdiction, then select “Addressing” as the Project Type.

Step 4: To request a new address, select “Get Started on New Application.”

Step 5: Select the application type – either “New Address/Existing Address Verification” or “Change of Address.”

Step 6: The application will prompt to fill in the necessary information. Fields with red asterisks are required fields that must be populated.

Step 7: Documents may be uploaded using the “Files Upload” portion of the application. Typically, accompanying documents will display or further describe the location which needs a new or change of address.

Step 8: When all fields are complete, click the “Submit” button and the application will be forwarded to the appropriate City-Parish staff for address assignment. Incomplete applications may also be saved and then reopened at a later time to complete before final submittal.

If you have technical difficulties with the portal, you may contact My Government Online Support at 1-866-957-3764, option 1 for assistance.

Thank you,

GIS Team

Department of Information Services

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