

The address entry procedure described below should be used when you arrive at the permit application page after having logged on.

ENTERING AN ADDRESS IN DBS ONLINE PERMIT APPLICATION

- In **Step 1** of the **Address Section**, choose “**Click here to search.**”
- When prompted to **Enter City Name** select a city from the menu.
- When prompted to enter in **Street Name** select a street name from the menu.
- If the address you seek is on the list, choose that address by clicking on **Select Address**.
- Once address is accepted, continue with the permit application process.

IF THE CITY, STREET NAME OR ADDRESS IS NOT ON THE LIST

- If, at any step in the application process your information is not found, choose **cancel** and return to the main screen (Step 1).
- You may now enter your address information by typing in the spaces provided.
- **Confirm** information in Step 5 and proceed to payment.



dbs.idaho.gov

If you are still unable to enter an address and be issued a permit after following the steps above, please call the DBS Help Line for assistance at 1-800-955-3044.



Cut or fold here to post near computer for easy reference

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