

Entering Apartment Numbers In Address Line

How to appropriately enter apartment numbers into P1 to ensure that they are accurately report to MICR and available for Crime Mapping:

- **Use both Apt and the # sign.**

Or Between (Date and Time)


Address	123 Main St Apt #5
CSZ	Lansing, MI
Cross Street	
Latitude	
Longitude	
Location Name	



- **This entry is missing the # sign.**

Or Between (Date and Time)

Address	123 Main St Apt 5
CSZ	Lansing, MI
Cross Street	
Latitude	
Longitude	
Location Name	
Verification	U - Unverified



- This entry is missing the abbreviation Apt.

Address	123 Main St #5
CSZ	Lansing, MI
Cross Street	
Latitude	
Longitude	
Location Name	
Verification	



Also, when entering cross streets into P1, both street names cannot be on the same line. Enter the first street's name into the "address" line, then utilize the "cross street" line to enter the intersecting street name.



If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV