



## ***Benefits Administration Letter***

**Number:** 09-204

**Date:** May 5, 2009

**Subject: Federal Employees' Group Life Insurance Program: New Address for the Office of Federal Employees' Group Life Insurance (OFEGLI)**

The Office of Federal Employees' Group Life Insurance, the unit of MetLife that pays FEGLI claims, is moving its current Jersey City, New Jersey office effective **June 15, 2009**. Some contact information is new, while other information remains unchanged.

### **What's Changing:**

*New OFEGLI addresses:*

For FEGLI claims and regular mail:

OFEGLI  
P.O. BOX 6512  
UTICA, NY 13504-6512

For overnight deliveries **only** (such as express mail):

OFEGLI  
5950 AIRPORT RD.  
ORISKANY, NY 13424-3926

Claim forms submitted to OFEGLI after June 15, 2009, should be sent to OFEGLI's Oriskany office for processing, using the above addresses as applicable. However, OFEGLI has arranged to ensure that any claim forms sent to Jersey City by mistake after June 15<sup>th</sup> will automatically be forwarded to their Oriskany office.

*New OFEGLI fax numbers:*

1-315-792-6603  
1-315-792-6802

**What's Not Changing:**

*OFEGLI's Toll-Free Phone Number:*

1-800-633-4542

*OFEGLI's Overseas Beneficiaries Phone Number:*

1-212-578-2975

*Address to use for Requests for FEGLI Conversion (only):*

OFEGLI  
P.O. BOX 2627  
JERSEY CITY, NJ 07303-2627

Conversion requests will continue to be accepted and processed for the time being at the Jersey City address. We will announce later in the year the new address for all conversion requests. Until then, please continue to use the Jersey City address **for conversion requests only**.

**Updated Information on the Web**

This information will be posted on the FEGLI website at [www.opm.gov/insure/life](http://www.opm.gov/insure/life). We also are updating the FEGLI Handbook and FEGLI forms to reflect the new information.

If you have any other questions or comments regarding this BAL, you may contact us at [fegli@opm.gov](mailto:fegli@opm.gov).

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