



# FIRE AND POLICE DISABILITY AND RETIREMENT City of Portland



1800 SW First Ave., Suite 250, Portland, OR 97201 · (503) 823-6823 · Fax: (503) 823-5166

Samuel Hutchison, Director

[fpdr@portlandoregon.gov](mailto:fpdr@portlandoregon.gov)

## IMPORTANT NOTICE YOUR ADDRESS IS BEING CHANGED IN THE FPDR DATABASE

RE: Date of Injury:  
Claim No:

Address previously on file: (FPDR database info)

Dear :

Thank you for the Disability in Line of Duty (DILD) report for the above captioned incident. The address listed on your DILD form is different than the address we have in our database. To ensure that any benefit or correspondence relating to your claim is sent to the correct address, we have updated your address in our database based on the DILD recently received. Please note that this does not update your address elsewhere in City government. If you need help updating your address in SAP, the City's enterprise software system, please contact your bureau or Human Resources.

For your reference, section 5.3.03 of our Administrative Rules states the following: **"All Active Members and all Members receiving disability benefits, or a pension benefit shall immediately notify the Director, in writing, of changes in their home address."**

**If you would prefer FPDR use a different address than that indicated on your DILD, please use the enclosed Information Change form, or call Julie Hall or Heather Perce at 503-823-6823 to make arrangements to update your address via email or the FPDR member portal.**

I have included a self-addressed return envelope for your convenience. Please call me at 503-823-6823 if you have any questions or concerns about this letter.

Sincerely,

Heather Perce  
Assistant Claims Technician

Enc. Information Change Form & Return Envelope

C: FPDR Accountant