**Change of Address**

This list is merely a guide and not comprehensive in all situations.

**NYPD**

1. Official Address Change
   1. Go to the Centralized Personnel Resource (CPR) System in NYPD Portal >> Applications.
   2. “Update Information” >> “Edit” under the *Address Information* Header.
   3. Revise your Address.
   4. Click “Submit for Signoff” to submit your request.
   5. Print the confirmation page by going to “File >> Print” on the internet browser. Hand in this printout to your Personnel Officer (SPAA Daisy Farmer if you are in the Police Lab).
2. “10” (ten) Cards
   1. Update your address on the NYPD “10” (ten) cards.
   2. For laboratory personnel please update with both the Evidence Control Section, as well as with SPAA Daisy Farmer.

**BENEFITS**

1. NYCERS Pension: <https://www.nycers.org/form/name-change-application>
2. Health Insurance: Call NYPD Health Insurance Section at (646) 610-5122 or e-mail [nypdhealthinsurance@nypd.org](mailto:nypdhealthinsurance@nypd.org)
3. Deferred Compensation (form is online for name change and beneficiary)
4. DC37 Union Form - Complete and mail/email the Change of Status Form, copying [local3778@gmail.com](mailto:local3778@gmail.com)
   1. <https://www.dc37.net/benefits/health/hs_forms>.

**OTHER**

1. **NEW YORK:** Driver’s License, Title and Registration
   1. You can write your new address on the back of your driver license, non-driver ID card, or learner permit, and on the front of the registration document (carefully draw lines through the old address). Do not write the new address on a title certificate.
   2. It is recommended to order new documents, but not required.
      1. Go to <https://my.ny.gov/> to change your address online and order new documents.
2. **NEW JERSEY:** Driver’s License, Title and Registration
   1. Visit [New Jersey Motor Vehicle Commission - Online Services (state.nj.us)](https://mymvc.state.nj.us/address-change/)
3. Voter registration
   1. New York: [Register to Vote | New York State Board of Elections (ny.gov)](https://www.elections.ny.gov/VotingRegister.html#VoteRegForm)
   2. New Jersey: [NJ DOS - Division of Elections - Register to Vote! (state.nj.us)](https://www.state.nj.us/state/elections/voter-registration.shtml)
4. United States Postal Service
   1. [Official USPS® Change-of-Address Form](https://moversguide.usps.com/mgo/disclaimer)
5. Bank accounts
6. Utility Bills
7. Credit accounts and Loans (car and school)
8. Insurance policies (Beneficiaries too!)
9. Stocks and bonds