



***Retirement and Insurance Service  
Benefits Administration Letter***

Number: 02-201

Date: March 21, 2002

**Subject: Federal Employees' Group Life Insurance Program-  
Revision of FE-6, Claim for Death Benefits**

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**What is the revision date?**

The revised form is dated September 2001.

**Why did OPM and OFEGLI revise the form FE-6?**

We revised the form to:

- Rewrite the instructions in plain language using the question and answer format.
- Make it easier to read, understand, and complete the required sections.
- Provide a chart summarizing what sections to complete.
- Request an English translation, if necessary, of the certified death certificate.
- Streamline the process so that the employing agency has the discretion to have the deceased's spouse send the claim form directly to the Office of Federal Employees' Group Life Insurance (OFEGLI).
- Clarify the money market account information.
- Provide a space for an estate/trust identification number.
- Update OFEGLI's address on the form.
- Make other minor changes to improve the form.

**The old form said that the claimant should return this completed claim form to the deceased's employing office. Now you're saying agencies may advise the widow(er) to send the claim form directly to OFEGLI. Why?**

We previously told you in Benefits Administration Letter 00-105 dated May 10, 2000, that OPM was introducing faster payment procedures for survivors of deceased Federal employees. These revised instructions now conform to the procedures we implemented at that time.

**How do we order the form?**

Agencies must order this form directly from OFEGLI. **OFEGLI can accept orders only from an agency headquarters Insurance Officer.** It will not accept orders from field installations or personnel offices. You must fax or mail your orders; OFEGLI cannot take telephone orders. The fax number is 1-201-395-7950. Send your request to Attention: Forms Ordering Desk. The mailing address is Office of Federal Employees' Group Life Insurance, Attention: Forms Ordering Desk, P.O. Box 2627, Jersey City, NJ 07303-2627. There is no charge for this form.

**Is the new form available on the Internet?**

Yes. You can download the revised form from the FEGLI forms page at: <http://www.opm.gov/insure/life/pubslis/index.htm> in a fillable version. We encourage you to visit this website often for all your FEGLI form needs.

**Can we use previous editions?**

No. You should discard all old editions since some information is outdated and the address is not current.



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