

Disability Application Information:

- 1.) All forms relating to the application process must be completed in their entirety.
- 2.) The applicant must list all the requested medical information regarding the condition(s) for which they are seeking disability retirement benefits. This medical information must include all existing medical records regardless of the membership date in the Policemen's and Fire Fighter's Retirement Fund.
- 3.) All persons applying for disability benefits will be required to undergo a minimum of two medical examinations by physicians of the Policemen's and Fire Fighter's Pension Board choosing. The scheduling of these appointments will be coordinated through the pension office. Upon completion and submission of the disability application and with the consent of one of the Board members, the pension office will schedule the necessary examinations. At the discretion of the Board additional examinations may be required at the time of application or any time thereafter so long as the member continues to receive benefits however any additional examinations must be approved by the Board during regular meetings. Failure to complete any requested examinations will result in the denial/cessation of disability benefits.
- 4.) The Pension Office will supply envelopes that all medical records being considered by the Board shall be placed in. The exterior of the envelope will be completed by, and the records shall be sealed in the envelope by, the medical provider. The records will then be delivered to the pension office. Failure to follow this guideline will delay or prevent the Board from considering your application for disability.
- 5.) Applicant must attach all **SP-302's** relating to the injury reference on your disability application form.
- 6.) Pick up a fitness for duty report from the Pension Office and have the form completed by your treating physician and a letter stating that you are at **maximum medical improvement**.