Attached are the documents and information regarding porting/converting life policies.

A member may port or convert their Basic Life or Voluntary Life policy. They would need to complete the enrollment form and send us the premiums within 31 days of their termination date.

The forms and premiums may be sent to the following:

Address

Guardian Insurance  
Attn: National Conversions  
P.O. Box 8070  
Appleton, WI 54912-8070

Fax

920-749-6219

Email

[national\_conversions@glic.com](mailto:national_conversions@glic.com)

I have attached PDF copies of the enrollment application, rates, a portability vs. conversion comparison sheet, and FAQ.

Please note, if the member decides to port their benefits, an Evidence of Insurability (EOI) would be required. I have attached a copy of the EOI form for you.