

CHANGE OF ADDRESS NOTIFICATION

The Personnel Rules of the City of San Antonio Fire Fighters' and Police Officers' Civil Service Commission (Rule IX, Section G) state:

Notices sent to an applicant's last known address are considered sufficient and proper notification.

It is the responsibility of each applicant on an eligibility list to **notify the Commission in writing within ten (10) business days of any change of address.** Failure to respond or report changes in address will deem the applicant unsuitable.

Applicants deemed unsuitable for this cause are eligible to reapply for subsequent entrance examinations.

The written notice should include your **printed name, social security number, signature** and the word "**Police**" to distinguish it from Firefighter applicants. Also include any change of telephone number(s).

Mail to: City of San Antonio
Attn: Fire & Police Civil Service Commission
P.O. Box 839966
San Antonio, TX 78283-3966

Fax to: (210) 207-7997, Attention DIANA HIDALGO

**E-mail to: DIANA.HIDALGO@sanantonio.gov
[Call (210) 207-6049 or 1-800-327-3586
first to verify e-mail address is valid]**

**Hand deliver: 115 Plaza De Armas, Suite 260
(Behind City Hall – off Dolorosa & Flores Streets)**

Civil Service Rules (Rule IX, Section H, Subsection 8) also require an applicant to give "proper notification of address and/or telephone numbers changes" to the Applicant Processing Detail.

Mail to: SAPD Applicant Processing Detail
215 S. San Saba, Room 108
San Antonio, TX 78207

Fax to: (210) 207-4330

**E-mail to: veronica.v.perez@sanantonio.gov
[Call (210) 207-7565 or 1-800-327-3586
first to verify e-mail address is valid]**

Hand deliver: 215 S. San Saba, Room 108

IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY BOTH THE COMMISSION AND THE APPLICANT PROCESSING DETAIL OF THESE CHANGES. IT IS ALSO RECOMMENDED THAT THE APPLICANT VERIFY RECEIPT OF THE NOTIFICATION.