

DOCUMENTATION NEEDED TO ADD or REMOVE DEPENDENTS:

YOUR SPOUSE:

- 1) New enrollment forms and copy of marriage certificate and proof of social security number (needed to initially enroll or to add)
- 2) Statement of “loss of coverage” & new enrollment forms (to add)

YOUR NEW BABY / YOUR ADOPTED CHILD:

- 1) New enrollment forms, proof of social security number, copy of birth certificate (to initially enroll or to add)
- 2) New enrollment forms, signed and dated copy of adoption papers, proof of social security number, and copy of new birth certificate (to initially enroll or to add)

TO ADD YOUR CHILD:

- 1) New enrollment forms, copy of child’s birth certificate and proof of social security number – (If you are not listed on the birth certificate as the child’s father/mother, you will need to either submit a court order establishing your paternity or proof of your financial responsibility for the payment of child support through the state.)

TO ENROLL or ADD A STEPCHILD:

- 1) New enrollment forms, copy of stepchild’s birth certificate, proof of social Security number
- 2) Adequate documentation of the stepchild’s relationship to you as the employee as a stepchild.
- 3) AND identification of any other health plan the stepchild is enrolled in.

TO TERMINATE/DELETE A DEPENDENT:

- 1) New enrollment forms
- 2) Copy of divorce papers (Decree of Dissolution or Judgment of Divorce with Stipulation and Agreement, if any) or other documentation of termination of dependent responsibility
- 3) Letter of credible other coverage (if other coverage is provided)
- 4) Copy of death certificate