

ACCEPTABLE DOCUMENTATION FOR HEALTH INSURANCE ENROLLMENT

Mandatory proof(s) are required before your health insurance enrollment can be processed. The required documentation is as follows and should be submitted with the PS 404, Health insurance enrollment form:

Proof for Individual Coverage:

- Birth Certificate (state issued) OR passport
- Social Security Card (actual copy of card required)

Proofs for Family Coverage: (for each person)

- Birth Certificate (state issued) OR passport
- Social Security Number (Social Security card or listed on tax return)
- Marriage Certificate (state issued)
- Proof of joint ownership if marriage was more than one (1) year ago:
 - i.e. prior year's tax return, current joint bank statement, mortgage statement or homeowner's policy; must be dated within last year
- Domestic Partner: enrollment packet, birth certificate (state issued) OR passport, Social Security number (Social Security card or listed on tax return)

- Possible additional required documentation:

Adopted Children

- Final custody documents
- Legal custody documents if covering before adoption finalized

"Other" Children – must also complete a PS-457 form, available in the Office of Human Resources, along with written affirmation that the child permanently resides in the enrollee's home, along with proof of support, i.e. that the child receives more than 50% support from the enrollee.

Disabled Dependent Children – Contact the Office of Human Resources at 267-2096 for information on enrolling disabled dependent children.