



Required Documentation and Dependent Eligibility Outside of Open Enrollment

Below is a list of the most commonly requested documentation for qualified status changes.

Important tip: To order lost or missing dependent documentation, visit <http://www.cdc.gov/nchs/w2w.htm>.

If you are:	Submit your Election Form and the following documentation:
Adding a dependent	<ul style="list-style-type: none"> • <i>Spouse</i>: Official state marriage certificate (certified by appropriate state or county official) • <i>Biological child</i>: State birth certificate* • <i>Adopted child</i>: Copy of adoption or placement for adoption papers • <i>Step child</i>: State birth certificate*, marriage certificate and divorce decree or custody papers • <i>Disabled child</i>: Medical plan verification of disability prior to age 26 • <i>Legal custody</i>: Copy of court order granting legal custody • <i>Gaining/losing coverage elsewhere</i>: Proof of new/cancelled coverage, dependent documentation <p>* Must show plan member or spouse/domestic partner as parent</p>
Deleting a dependent	<ul style="list-style-type: none"> • <i>Spouse</i>: Death certificate or official divorce decree • <i>Domestic partner</i>: Death certificate or statement of dissolution of domestic partnership affidavit • <i>Biological, adopted, disabled or step child</i>: death certificate • <i>Legal custody</i>: Copy of signed court order no longer requiring insurance coverage, or copy of signed court order indicating change in legal guardianship • <i>Gaining/losing coverage elsewhere</i>: Proof of new/cancelled coverage
Moving	Personal Data Form showing new address
Gaining/losing coverage elsewhere	Proof of new or cancelled coverage, plus any applicable dependent documentation (see above)

You may enroll eligible dependents in your medical, prescription drug, dental and/or vision plans. If a dependent is no longer eligible (for example, your ex-spouse), remove him or her from your coverage since you must pay 100% of the claims expenses for any ineligible dependent who remains on the plan.

Can I enroll or maintain coverage for my...?

Spouse	If we are legally married?	Yes
	If we are in a domestic partnership?	No
	If we are divorced or the domestic partnership has dissolved?	No
Children	Who are my biological, legally adopted, stepchildren, or children under my legal custody <i>and</i> who are:	
	<ul style="list-style-type: none"> • Under age 26? • Age 26 and over? (unless incapable of self support) 	Yes No
Relatives	Such as siblings, parents, grandparents, grandchildren, nieces and nephews?	No
Domestic partners	Domestic partnerships prior to June 28, 2016 are grandfathered under the plan.	Yes