

Adding a Dependent

Spouse

- Complete Registration Card
- Copy of Marriage Certificate
- Advise if no other insurance in writing or send copy of other insurance card

Child – Parents Married

- Complete Registration Card
- Copy of Birth Certificate
- Advise if no other insurance in writing or send copy of other insurance card

Out of Wedlock Child

- Complete Registration Card
- Copy of Birth Certificate
- Court Papers – Custody Papers
- Advise if no other insurance in writing or send copy of other insurance card

Step Child

- Complete Registration Card
- Copy of Birth Certificate
- Affidavit – Notarized
- Court Papers – Divorce Decree, Custody Papers
- Advise if no other insurance in writing or send copy of other insurance card

Divorced (Child)

- If we have a divorce decree on file that lists dependent children of the divorced couple, we do not need birth certificates to prove who the parents.

Child Over 19

- Student – Student status (from Registrar’s Office) after child starts school for Fall and Spring Semesters to age 24 then Dependent Enrollment Form thru age 25
- Non-Student - Dependent Enrollment Form thru age 25