

Dependent Verification Documentation Requirements for the Medical, Dental, and Vision Care Insurance Plans

ANNUAL NUFLEX ENROLLMENT

To add a dependent to your coverage, you must submit the Dependent Information Request Form and the dependent verification documents (valid documents listed below).

All dependent information must be received in your Campus Benefits Office by 5:00 p.m. on the last day of NUFlex enrollment. If you do not deliver the properly completed documents your affected dependents will not be enrolled for coverage.

Listed below are the documents that you must submit for each dependent you are adding to your coverage. All required documentation must include the date and/or year, employee name, and dependent's name. Note: You may cover up the financial information on the documents (such as your income, details on a bank statement, etc.).

FOR SPOUSE: *Provide copies of 2 forms of documentation listed below.*

- A photocopy of your state or county-issued marriage certificate. (**PLEASE NOTE:** If your marriage certificate is written in a language other than English, you **MUST** include a copy of an official translation of the document along with a copy of the marriage certificate).

AND

- A copy of financial documentation dated within the last 6 months establishing current relationship status such as:
 - A joint household bill, or a household bill for the employee and one for the spouse with a current date and the same address or
 - A joint bank/credit account statement or
 - A joint mortgage/lease or
 - Insurance policies or
 - Front page of your current filed federal tax return confirming your spouse as a dependent

FOR CHILDREN:

- A copy of the child's birth certificate, naming you as the child's parent, or appropriate court order/adoption decree naming you as the child's legal guardian. (**PLEASE NOTE:** If this birth certificate is written in a language other than English, you **MUST** include a copy of an official translation of the document along with a copy of the birth certificate).

FOR STEPCHILDREN: Provide copies of 2 forms of documentation listed below.

- A copy of the child's birth certificate, naming your spouse as the child's parent, or appropriate court order/adoption decree naming your spouse as the child's legal guardian. **(PLEASE NOTE:** If this birth certificate is written in a language other than English, you **MUST** include a copy of an official translation of the document along with a copy of the birth certificate).

AND

- A copy of your state or county-issued marriage certificate. **(PLEASE NOTE:** If your marriage certificate is written in a language other than English, you **MUST** include a copy of an official translation of the document along with a copy of the marriage certificate).

If you do not have copies of the required documentation, you can order copies online or through the appropriate issuing agency. A copy of the receipt from your order must be submitted to your Campus Benefits Office by 5:00 p.m. on the last day of NUFlex to prevent your dependent(s) from being removed from your coverage. Submit the document(s) to your Campus Benefits Office immediately upon receiving them unless you can show that this documentation has been ordered and/or requested from a county or state agency.

If the required documentation is not received in your Campus Benefits Office by 5:00 p.m. on the last day of NUFlex enrollment, your dependent(s) will not be enrolled for coverage.