
Amanda Pruitt, Benefits Specialist

REQUIRED DOCUMENTS FOR QUALIFYING SPOUSE OR DEPENDENT ENROLLMENT

FOR SPOUSE:

- A COPY OF YOUR MARRIAGE CERTIFICATE
- A COPY OF YOUR SPOUSE'S SOCIAL SECURITY CARD
- A COMPLETED **SPOUSAL CARVE-OUT NOTICE**
- A COPY OF A DOCUMENT DATED WITHIN THE LAST 60 DAYS SHOWING THE CURRENT RELATIONSHIPS STATUS, SUCH AS A RECURRING MONTHLY HOUSEHOLD BILL OR STATEMENT OF ACCOUNT. THE DOCUMENT MUST LIST YOUR SPOUSE'S NAME, THE DATE, AND YOUR MAILING ADDRESS.

FOR CHILD OR DISABLED CHILD:

- A COPY OF THE CHILD'S SOCIAL SECURITY CARD
- A COPY OF THE CHILD'S BIRTH CERTIFICATE OR ADOPTION CERTIFICATE **(OR HOSPITAL BIRTH RECORD)** NAMING YOU AND YOUR SPOUSE AS THE CHILD'S PARENT, OR
- A COPY OF THE COURT ORDER NAMING YOU AND YOUR SPOUSE AS THE CHILD'S LEGAL GUARDIAN