

Documents Required For Enrollment

An Enrollment Form must be completed by all new members or to add a dependent to your plan. The fully completed form must be submitted to the Fund Office with any required documentation. Failure to do so in a timely fashion may result in a delay to activate your benefits. It is important for your continued coverage that we be informed of any changes in your information.

All family member names listed must match with the Social Security Administration!

ENROLLING EMPLOYEE ONLY

- Clear copy of Social Security Card*
- Fill out an Enrollment Form.

ENROLLING EMPLOYEE AND SPOUSE ONLY or TO ADD A NEW SPOUSE

- Fill out an Enrollment Form.
 - Clear copy of Social Security Card*
 - Include a copy of your marriage license.

ENROLLING ONE OR MORE CHILDREN (newborn through age 17)

- Fill out an Enrollment Form and include copies of the following documents.
 - **Dependent Child from your current marriage**
 - Birth Certificate of child
 - Clear copy of Social Security Card*
 - **Dependent Child or Stepchild from a Previous Marriage**
 - Clear copy of Social Security Card*
 - Birth Certificate of child
 - The Divorce Decree & Settlement of the natural parents including the petitioner and respondent page, the page showing child's name, page showing custody, page showing who has to maintain insurance (if applicable) and the judges and parents signature page.
 - **Child Born Outside of Marriage**
 - Clear copy of Social Security Card*
 - Birth Certificate of child or Court Order regarding Insurance. Along with the name and date of birth of the other natural parent, including information regarding any other insurance coverage.
 - **Child for Which You are Guardian**
 - Clear copy of Social Security Card*
 - Guardianship / Custody documents.
 - **Adopted Child**
 - Clear copy of Social Security Card*
 - Final Adoption Papers and Birth Certificate of Child.

ENROLLING ONE OR MORE ADULT CHILDREN (age 18 up to age 26)

- Fill out an Adult Child Eligibility Form
 - Clear copy of Social Security Card*
 - Include copy of Birth Certificate

*We can accept a copy of the 1095B in place of social security cards.

NOTE:

- You have 30 days after your dependent first becomes eligible to provide the required documentation to the Fund Office. After that time, they will be effective for insurance coverage on the date that we receive all necessary paperwork. Please call the District No. 9 Welfare Office at 314-739-6442 or 888-739-6442 if you have any questions.



