

Qualifying Life Event Required Supporting Documentation

QUICK REFERENCE GUIDE



Change Reason/Life Event Type	Required Documentation	SHARED04
Employee: Birth/Adoption Retiree: Birth/Adoption	<p>Biological Child:</p> <ul style="list-style-type: none"> Copy of child's official state birth certificate with name of employee listed as child's parent. ** Official birth certificate required within 60 days <p>Adopted Child: Pending Adoption:</p> <ul style="list-style-type: none"> Notice of placement for adoption on adoption agency letterhead or copy of court order placing child pending final adoption. <p>Final Adoption:</p> <ul style="list-style-type: none"> Copy of final adoption decree signed by a judge or a state-issued birth certificate showing employee as parent <p>Step-Child:</p> <ul style="list-style-type: none"> Copy of child's official state birth certificate with name of spouse of employee listed as child's parent Copy of employee's official state marriage certificate signed by Clerk of the Court, Registrar, etc. 	
Employee: Change in Dependent Daycare	<p>To Reduce the Annual Amount:</p> <ul style="list-style-type: none"> Letter from the daycare provider on letterhead indicating a reduction in rate or a reduction in hours with the effective date of the change. <p>To Cancel:</p> <ul style="list-style-type: none"> Letter from the daycare provider on letterhead indicating the last day the dependent attended the daycare. 	
Employee: Child Support Order Retiree: Child Support Order	Copy of child support order	
Employee: Death of Dependent Retiree: Death of Dependent	Death certificate	

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Employee: Dependent Arriving in US Retiree: Dependent Arriving in US	<p>In addition to the documentation required to show proof of relationship, a copy of the passport with the arrival date indicated and proof of permanent residency.</p> <p>For children:</p> <ul style="list-style-type: none"> • One of the following – letter from school, daycare provider or pediatrician on letterhead indicating address on file, driver's license/identification card, or lease agreement. <p>For spouse:</p> <ul style="list-style-type: none"> • One of the following – driver's license/identification card, mortgage/lease agreement, letter from employer on letterhead indicating address on file.
Employee: Dependent Leaving US Retiree: Dependent Leaving US	<p>Copy of travel itinerary and one of the following to support a change in residence outside of the US:</p> <ul style="list-style-type: none"> • Copy of Lease agreement or mortgage. • Letter from employer on letterhead indicating permanent address on file. • For children - letter from school/daycare on letterhead indicating permanent address on file.
Employee: Divorce Retiree: Divorce	<p>Divorce decree</p>
Employee: Gains Coverage Elsewhere Retiree: Gains Coverage Elsewhere	<p>Letter from other employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents and the effective date of the new coverage.</p>
Employee: Legal Guardianship Retiree: Legal Guardianship	<p>Copy of Legal Ward/Testamentary court document, signed by a judge and proof of legal residency.</p>
Employee: Loses Coverage Elsewhere Retiree: Loses Coverage Elsewhere	<p>Letter from previous employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents*, the effective date of the loss of coverage, and reason for the loss.</p> <p>*Proof of relationship: certified marriage certificate and/or certified birth certificate</p>
Employee: Marriage Retiree: Marriage	<p>Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official after the date of marriage, such as the Clerk of Court).</p>