

<<employer name>>

# Enrolling New Dependents on Health Insurance

## Proof of Dependent Eligibility

### REQUIRED DOCUMENTS

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The following is a list of the necessary documentation that must be submitted to verify eligibility for each dependent enrolled on your family health insurance policy through <<employer name>>. Section 6 of M.G.L. c32B allows governmental units to require such documents for the purposes of enrolling in health insurance.

Relationship

Documentation

Spouse

Town- or city-issued marriage certificate, **and** Page 1 of your latest filed Federal Tax Return (1040 or 1040A.) (Affidavit will be provided for same-sex married couples)

Divorced or Separated Spouse

Health insurance provision language from divorce/ separation agreement, **and** first page listing names of both parties or signature page.

Child Up to Age 26

Town- or city-issued birth certificate (long form listing parents' names), or Court Order documenting guardianship, or adoption certificate.

**Photocopies are accepted. You do NOT need to provide original documents.  
Social Security numbers and income may be blacked out.**

Documents such as marriage or birth certificates may be obtained at the Clerk's Office in the City/Town where you resided at the time of the event. Please note there may be a delay in obtaining certain documentation. We urge you to contact the appropriate offices as soon as possible. All documents collected will be kept in each employee's confidential HR file. You cannot enroll a dependent on your plan that is not eligible for health insurance. Providing false information or documents will be considered fraud and may result in termination of employment.

Should one or more of your enrolled dependents become no longer eligible for insurance, please contact this office within 30 days of the event. Any legal separation and/or divorce occurrence should also be reported, as the documents listed above will need to be provided to <<employer name>>.

Please note that dependent verification may be verified each year during Open Enrollment.

Questions? Contact <<employer HR department – contact name, phone number, email address, available hours>>.