

## Documentation Required for Newly Enrolled Dependents

Documents must be submitted within 31 calendar days from the new hire benefit eligibility date or qualifying life event.

Foreign language documents must include a written translation in English along with a stamp and mark of a registered translator.

For newly added dependents or spouses, documents can be uploaded to [nuvancehealthbenefits.org](https://nuvancehealthbenefits.org) or faxed to the Employee Benefits Center at **(866) 406-6946**. For spouses, you must complete and upload the spousal affidavit. Spousal surcharge documentation must be updated each Open Enrollment to avoid the surcharge for the upcoming year.

Dependent	Documents You Will Need
Spouse	<p><b>If married, submit a copy of:</b></p> <ul style="list-style-type: none"> <li>Your <b>marriage certificate</b></li> </ul> <p><b>AND one of the following:</b></p> <ul style="list-style-type: none"> <li><b>Federal Tax Return:</b> Photocopy of the first page of the most recent year's Federal Tax return showing the spouse listed as an eligible dependent. <b>Please black out all financial information.</b></li> <li><b>Home Ownership/Rental Property:</b> Photocopy of mortgage statement or lease/rental agreement dated within the past 3 months showing both names as mortgage holders/tenants.</li> <li><b>Home/Rental Insurance:</b> Photocopy of homeowner's insurance, renter's insurance, or property tax receipt dated within the past 12 months showing both names as mortgage holders/tenants.</li> <li><b>Driver's License:</b> Photocopy of the employee's and spouse's driver's licenses listing a common address.</li> <li><b>Bank/Credit Card Statement:</b> Photocopy of joint bank/credit card account statement dated within the past 3 months showing both names as account holders. <b>Please black out all financial information.</b></li> <li><b>Automobile Statement:</b> Photocopy of automobile title or registration dated within the past 12 months listing both names as co-owners.</li> <li><b>Loan Statement:</b> Photocopy of a loan agreement dated within the past 12 months showing both names as co-borrowers.</li> <li><b>Miscellaneous Bills:</b> Photocopy of two different types of current bills dated within the past 3 months showing both the employee and the spouse's names on each bill and the same common mailing address, e.g. phone bill, electric bill, cable bill.</li> <li><b>Beneficiary Statement:</b> Photocopy of designation as the primary beneficiary for life insurance or retirement benefits.</li> </ul>
Child	<p><b>Submit a copy of:</b></p> <ul style="list-style-type: none"> <li>Birth certificate, hospital record, adoption paperwork, divorce decree, or Report of Birth Abroad with notarized English translation. The document must list child's name and the employee as the parent</li> <li>For a disabled child – also submit Proof of disability*</li> </ul>
Stepchild	<p><b>Submit a copy of:</b></p> <ul style="list-style-type: none"> <li>Birth certificate, hospital record, adoption paperwork, divorce decree, or Report of Birth Abroad with notarized English translation. The document must list the child's name and the spouse's name</li> <li>For a disabled child – also submit proof of disability*</li> </ul>
Legal Guardianship Child	<p><b>Submit a copy of:</b></p> <ul style="list-style-type: none"> <li>Court-awarded legal guardianship papers that show all of the following: <ul style="list-style-type: none"> <li>Granting of guardianship under state law</li> <li>The employee or spouse identified as the child's legal guardian</li> <li>The name of the dependent covered by the agreement</li> <li>Court signature, stamp or seal</li> </ul> </li> <li>For a disabled child – proof of disability*</li> </ul>

\* Disability coverage contingent upon completion of carrier disability forms and approval.