



Bureau of Employee Benefits

7 E. Redwood Street, 20th Floor, Baltimore, MD 21202 / 410-396-5830/TTY 711 (Maryland)

Required Documentation for Ongoing Enrollment (Actives Only)

For Newly Added Dependents & Qualified Family Life Events

Instructions: Documentation is required for newly added dependents and family status changes. Attach all required documentation to this completed form and return to the **Bureau of Employee Benefits** within 45 days of your initial enrollment period or 60 days of your qualifying family life event. If not, your dependents will be removed from coverage. **Please complete the section below.**

Name: _____ Last 4-Digits of SSN: _____
 Date of Birth: _____ Daytime Telephone No.: _____ Cell No.: _____ () Employee () Retiree

Ways to Submit Documentation to Bureau of Employee Benefits

Upload Scanned Documents:

Log onto <https://my.adp.com>. Click "Save Time & Upload Your Documents Here!" and follow the prompts.

Fax Documents To:
410-396-5216

Mail/Hand-Deliver Documents To:
Bureau of Employee Benefits, 7 E. Redwood Street, 20th Floor, Baltimore, MD 21202

Newly Added Dependents

| Eligible Dependent Relationships To Employee/Retiree | Dependent Eligibility Criteria | Documentation For Verification of Relationship (Provide Copy Of) |
|---|--|--|
| Legal Spouse | <ul style="list-style-type: none"> Legally married as recognized by the laws of the State of Maryland or in a jurisdiction where such marriage is legal | Official Court-Certified State Marriage Certificate (must be certified and dated by the appropriate state or County official, such as the Clerk of Court): <ul style="list-style-type: none"> From the court in the County or City in which the marriage took place; or From the Maryland Division of Vital Records; or From the Department of Health and Mental Hygiene (DHMH) website www.dhmv.maryland.gov (click Online Services) or www.vitalchek.com |
| Children <ul style="list-style-type: none"> Birth Adoption Stepchild Permanent Guardianship Grandchild Medical Child Support Order Disabled Child (At Age 26 as of December 31) | <ul style="list-style-type: none"> Under age 26 as of December 31 Required to reside in your home May be married or unmarried Provide 100% economic support Over age 26 and incapable of self-support due to mental or physical incapacity incurred prior to age 26 | <ul style="list-style-type: none"> Birth: Official State Birth Certificate with name of employee/retiree as child's parent Adoption: Official Court Documents & Official State Birth Certificate Stepchild: Official Court-Certified State Marriage Certificate & Official State Birth Certificate with name of spouse of employee/retiree as child's parent Permanent Guardianship: Official Court Documents signed by a judge & Official State Birth Certificate Grandchild: Official State Birth Certificate of your child and grandchild showing line of relationship, recent Income Tax Return claiming grandchild and the "Certification of Economic Support For Grandchildren Form" (Posted on website under FORMS LIBRARY) Medical Child Support Order: Official Medical Child Support Order requiring employee/retiree to provide health coverage signed by the child support officer or judge Disabled Child: Original Disability Questionnaire Form (Posted on website under FORMS LIBRARY) |

Termination of Covered Dependents Due To A Qualified Family Life Event

| Termination of Dependents Due To A Qualified Family Life Event | Copy of Required Documentation |
|--|--------------------------------------|
| Death of Spouse or Child | Death Certificate |
| Divorce | Divorce Decree |
| Gain Other Coverage (Employee, Retiree, Spouse or Child) | Letter from Employer or Medical Plan |
| Marriage of Dependent Child | Official State Marriage Certificate |

Enrollment Due To A Qualified Family Life Event

| Enrollment Due To A Qualified Family Life Event | Copy of Required Documentation |
|---|--------------------------------------|
| Loss of Coverage (Employee, Retiree, Spouse or Child) | Letter from Employer or Medical Plan |

DHR-Bureau of Employee Benefits, 7 E. Redwood Street, 20th Floor, Baltimore, MD 21202