



## Human Resources Benefits Required Documentation

### Initial Enrollment or Annual Enrollment:

#### Spouse:

- Copy of marriage certificate and one of the following documents with a common address:
  - Bank or credit card statement
  - Mortgage or lease statement
  - Motor Vehicle statement
  - Utility bill
- or copy of current federal tax return.

#### Domestic Partner:

- Domestic Partner Affidavit (available from Benefits website or Departmental Benefits Representative). Affidavits are also required each Fiscal Year during Annual Enrollment and one of the following documents with a common address:
  - Bank or credit card statement
  - Mortgage or lease statement
  - Motor Vehicle statement
  - Utility bill

#### Child:

- Birth: Copy of the birth certificate.
- Adoption or Legal Guardianship: Copy of Court order.

### Qualifying Life Events

#### ADDING COVERAGE

##### Domestic Partner due to a new partnership:

- Domestic Partner Affidavit (available from Benefits website or Departmental Benefits Representative). Affidavits are also required each Fiscal Year during Annual Enrollment.

##### Spouse due to a new marriage:

- Copy of marriage certificate or copy of current federal tax return.

##### Child:

- Due to Birth: Copy of the birth certificate.
- Due to Adoption or Legal Guardianship: Copy of Court order.

##### Due to a loss of benefits:

- In addition to providing the appropriate documentation that the dependent is eligible, you'll also need to provide documentation indicating the date of the loss of other coverage.

##### To increase life insurance coverage (excluding Accidental, Death and Dismemberment)

- ( [Minnesota Life Evidence of Insurability \(EOI\)](#) )

#### DROPPING COVERAGE

- Notification from employer or insurance carrier indicating effective date of enrollment.
- Affidavit indicating the dependent is no longer eligible for coverage.

**Social Security Numbers are required for all insured dependents.**