**Required Documents for Health Insurance Coverage**

**(Including Opt Out)**

**Individual Coverage:**

* Birth Certificate
* Social Security Card

**Family Coverage:**

* Birth Certificate for everyone to be covered
* Social Security Card for everyone to be covered
* Marriage Certificate
* If married more than one year, one proof of financial interdependence between employee and spouse is required. **NOTE:** All financial information can be blacked out. We only need to see the names on the documents, not the financials. Examples include but are not limited to:
  + a bank statement showing both names
  + the front page of a tax return showing both names
  + a loan statement showing both names
  + an insurance bill showing both names.

**For Domestic Partner Coverage:**

* In addition to the above listed, a PS-425 will need to be completed
* Two forms of Joint Responsibility for Basic Financial Obligation, one from the last six months one older
* Proof of Cohabitation that is at least six months old