

Enrollment Documentation Worksheet

This is a list of acceptable documentation to prove the relationship of family members you are adding to coverage.

Please be sure to submit photocopies only, originals will not be returned to you. If you do not have the required documentation, you may have to pay a fee to receive one from the governmental agency that has the original. We encourage you to request your documentation as soon as possible since this process may take several weeks and many agencies increase fees for expedited delivery.

Marriage license/birth certificate: <http://www.cdc.gov/nchs/w2w.htm>

Birth certificate (for children born in SC): www.scdhec.gov/administration/vr/index.htm

Legal Spouse:

- Marriage license or page 1 of your federal tax return (current or prior year)

Former Spouse:

- Photocopy of divorce decree ordering the subscriber to cover the former spouse

Common Law Spouse

- Page 1 of your federal tax return (current or prior year)

Natural Child:

- A copy of the long form birth certificate showing the subscriber as the parent

Step Child:

- A copy of the long form birth certificate showing the name of the natural parent
- Plus proof that the natural parent and the subscriber are married (see Legal Spouse/Common Law Spouse requirement from above)

Adopted Child:

- Court documentation verifying completed adoption; or
- A letter of placement from an adoption agency, an attorney or the S.C. Department of Social Services, verifying the adoption is in progress

Foster Child:

- A court order or other legal document placing the child with the subscriber, who is a licensed foster parent

Other Children:

- For all other children for whom a subscriber has legal custody, a court order or other legal document granting custody of the child to the subscriber. Documentation must verify the subscriber has guardianship responsibility for child, not merely financial responsibility

Incapacitated Child:

- Incapacitated Child Certification Form plus proof of relationship. See the appropriate child type (natural, step, adopted, foster or other) in the above list for acceptable proof of relationship