

REQUIRED BENEFICIARY DOCUMENTS

Beneficiaries on your enrollment card:	Documentation Required:
Spouse	<ul style="list-style-type: none"> • Marriage Certificate
Natural children	<ul style="list-style-type: none"> • Birth Certificate; or • Certified copy of Affidavit of Parentage (sometimes referred to as paternity acknowledgement); or • Order of Filiation and Support; or • National Medical Support Notice.
Children not listed on original enrollment card	<ul style="list-style-type: none"> • Birth Certificate; or • Certified Copy of Affidavit of Parentage (sometimes referred to as paternity acknowledgement); or • Order of Filiation and Support; or • National Medical Support Notice.
Step children	<ul style="list-style-type: none"> • Birth Certificate; and • When applicable, portion of the finalized Judgment of Divorce, that includes names of the parties, name of children, who has custody and who has financial responsibility for the children's health care expenses; and • Marriage Certificate to the natural parent of the stepchild.
Adopted children	<ul style="list-style-type: none"> • Order Placing Children After Consent; or • Order of Adoption
Disabled children ages 26 and greater	<ul style="list-style-type: none"> • Birth Certificate; and • Statement from physician, psychologist or psychiatrist documenting the child's total and permanent disability (see page 6, Sec. 2.1(d), Covering Your Dependents); and • If disability began before child was covered under MCTWF Plan, adequate evidence that child was covered under immediately preceding health plan. • Attestation that child is unmarried.
Guardianship	<ul style="list-style-type: none"> • Judicial decree granting the guardianship.

You may have beneficiaries that qualify in more than one category. Please review all situations to prevent a lapse in coverage due to missing documentation.

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