

# MANDATORY PROOFS FOR ALL INSURANCE ENROLLMENTS

## EMPLOYEE:

- SOCIAL SECURITY CARD
  - BIRTH CERTIFICATE OR PASSPORT
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## SPOUSE:

- SOCIAL SECURITY CARD
- BIRTH CERTIFICATE OR PASSPORT
- MARRIAGE LICENSE

*For marriages that took place more than 1 year ago, proof of joint ownership or joint financial obligations is required (ie: prior year's tax return, if tax document is not provided, a current bank statement, mortgage statement or homeowner's policy)*

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## DEPENDENT CHILD:

- SOCIAL SECURITY CARD
  - BIRTH CERTIFICATE OR PASSPORT
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- \* Please note:**
- *Person for whom proofs are missing cannot be enrolled*
  - *Newborns or dependent children who do not yet have a social security number, may be enrolled pending receipt of this proof*