Pima County Human Resources-Benefits
Required Documentation

For Initial Enrollment or Open Enrollment:

To add a Spouse:

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

To add a Domestic Partner:

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

To add a child:

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

Life Status Changes

Adding Coverage

To add a Domestic Partner due to a new partnership:

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

To add a Spouse due to a new marriage:

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

To add a child:

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

To add coverage 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)

- Evidence of Insurability (available on the Benefits website or from your Departmental Benefits Representative).

Dropping Coverage

To drop 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.

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