**Required Dependent Verification Documents**

***Please note:*** If your dependent verification documents are in a language other than English, you must have them translated by a 3rd party. Please upload and submit a copy of the original documents along with a copy of the translated documents.

**Changes must be made within 30 days of the event.**

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Marriage license indicating date and place of marriage</th>
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<tbody>
<tr>
<td>Child under age 26 (or under age 18 if adding dependent based on full legal custody)</td>
<td><strong>One of the following:</strong></td>
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<tr>
<td></td>
<td>• <strong>Existing Child</strong> - Birth Certificate</td>
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<td></td>
<td>• <strong>Newborn</strong> - Birth Letter from hospital showing the employee as the parent</td>
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<td></td>
<td>• <strong>Adoption</strong> - Adoption decree or placement for adoption naming employee as the adoptive parent</td>
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<td></td>
<td>• <strong>Step-child</strong> – Marriage license and child’s birth certificate</td>
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<td></td>
<td>• <strong>Full Legal Custody</strong> – Signed legal judgement granting the employee full legal custody (under age 18 only)</td>
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</tbody>
</table>
Qualifying Life Events

You must have a qualifying life event (QLE) in order to add or remove a dependent from insurance coverage outside of annual enrollment. Below is a list of qualifying life events and the documentation that is required to add/delete for each event.

***You have 30 days from the date of the QLE to make the changes. After 30 days, you will need to wait until Open Enrollment to make changes***

If adding a dependent based on an event below, you will need to attach 2 documents in one file.

1) Dependent Verification document as listed on page 1.
2) QLE document listed below that corresponds to your specific event

If removing a dependent, you will need to attach the QLE document listed below that corresponds to your specific event.

- Birth (add LSU insurance)
- Adoption (add LSU insurance)
- Marriage (add LSU insurance)
- Legal Custody (add LSU insurance)

- Death of a Covered Dependent (remove from LSU insurance)
- Divorce (remove from LSU insurance)
- Gain of other group coverage (remove from LSU insurance)
- Gain of Medicaid or LA Chip (remove from LSU insurance)

- Loss of other group coverage – also includes losing coverage through spouse’s employer (add LSU insurance)
- Loss of Medicaid or LA Chip (add LSU insurance)

- Marriage – Gain of coverage on new spouse’s plan (remove LSU coverage)

- See Page 1 of this document

- Copy of certified death certificate or other official document

- Copy of official divorce, annulment or legal separation decree

- Proof of other coverage that includes effective date of coverage and names of covered persons

**Example** – letter from employer or insurance company that coverage is through

**Example** – official state document regarding Medicaid/LA Chip coverage

- Proof of loss of other coverage that includes termination date of coverage and names of persons losing coverage

**Example** - letter from employer or insurance company that coverage was through

**Example** – official state document regarding Medicaid/LA Chip coverage

- Copy of certified marriage certificate AND proof of active enrollment on spouse’s plan on company letterhead; must show coverage effective dates of each named dependent