

Instructions

If you enroll a spouse or dependent child whose **last name is different from yours**, supporting documentation must be provided to HR Benefits within 30 calendar days of the following:

- Your hire or eligibility date.
- A qualified life event effective date.
- The first day of the annual open enrollment period.

Required supporting documentation

- **For a spouse:** a copy of your marriage certificate.
- **For a dependent child:** a copy of the child's birth certificate
- If applicable, fax a copy of the adoption, foster care or court guardianship papers.
- **For a stepchild:** a copy of the child's birth certificate and a copy of your marriage certificate.

If you enroll a spouse or dependent child who is **not eligible for a social security number**, supporting documentation must be provided to HR Benefits:

- Within 30 calendar days of your hire/eligibility date.
- Within 30 calendar days of a qualified life event effective date.
- Before noon on the day before the annual open enrollment closes.

Required supporting documentation

A copy of a legal document that shows the Visa status of your spouse and/or dependent child.

HR Benefits will update the system with your dependent's information based on the documentation submitted. Email HRESC@asu.edu after submitting documentation and we will respond to your ticket once completed.

Note: You must provide all supporting documentation in English.

Submit the second page of this form with your supporting documentation by one of the following methods:

1. **Fax to 480-993-0007.** Retain a copy of your fax transmittal confirmation page.
2. **Email to <mailto:humanresources-benefits@exchange.asu.edu>.**
 - a. You must use your ASU email account (asu.edu).
 - b. You must type [SECURE] in the subject line, including the square brackets.
 - c. Do not forward or copy others on the email.
 - d. This box does not send replies or responses to inquiries.

Questions?

[Ask HR](#)

Supporting documentation

Employee name, printed: _____

Employee ID: _____

Reason—check one: New hire or newly eligible Qualified life event Open enrollment

Dependent name:	
Dependent relationship—check one:	Document type—check all that apply:
<input type="checkbox"/> Spouse <input type="checkbox"/> Natural child <input type="checkbox"/> Stepchild <input type="checkbox"/> Adopted or foster child <input type="checkbox"/> Child for whom you have court-ordered guardianship <input type="checkbox"/> Child placed in your home by court order pending adoption	<input type="checkbox"/> Marriage certificate <input type="checkbox"/> Birth certificate <input type="checkbox"/> Adoption, foster or legal guardianship papers <input type="checkbox"/> Visa status document

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Dependent relationship—check one:	Document type—check all that apply:
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