

Documents Required for Changes

When adding dependents, you will need to include their social security number.

If adding a spouse - marriage certificate, 1040 IRS tax form for most current year, and change form

If removing a spouse - change form

If adding child(ren) - birth certificates for each child, and change form

If removing a child(ren) - change form

If making any change to vision insurance - a change form

If making any change to life insurance coverage - a change form

If switching from Kaiser to Blue shield - a Blue Shield enrollment form and all dependent documents

If switching from Blue Shield to Kaiser - a Kaiser enrollment form and all dependent documents

If switching from Blue Shield HMO to Blue Shield PPO - a Blue Shield enrollment form

If making any change to dental coverage (Teamsters only) - a change form

If waiving coverage (CSEA and APSA only) - waiver form which you can download during the enrollment process or found on the PUSD website

If updating beneficiaries - no documents needed