



Employees Group Insurance Division  
**APPLICATION FOR COVERAGE FOR  
OTHER DEPENDENT CHILDREN**

You must complete this form to request coverage for an unmarried child, other than your own daughter, son, stepdaughter, stepson, eligible foster child, adopted child or child legally placed with you for adoption, who lives with you in a parent-child relationship, and for whom you are financially responsible.

**Documentation of guardianship or your most recent income tax** return listing the child as your dependent can be provided in lieu of this application. All questions must be answered fully.

**Employer information (to be completed by insurance coordinator)**

☐ New Hire

☐ Midyear

☐ Option Period

Group ID

Division ID

Group name

**Member/child information**

Member name (First MI Last)

Member ID/SSN

Mailing address

City

State

ZIP code

Child full name (First MI Last)

Date of birth

Child SSN

☐ Male

☐ Female

1. What is the child's relationship to you?

2. What is the date (mm/dd/yyyy) the child entered your home?

3. Do you intend to claim the child on your future tax return(s)? ☐ Yes ☐ No

If no on Question 3, please explain:

**Coverage election**

☐ Health

☐ Dental

☐ Vision

Dependent Life

☐ Premier

☐ Standard

☐ Low

Requested effective date:

**Signatures**

I certify all information provided above is true and correct, and that failure to provide correct information may result in denial or cancellation of dependent coverage and consequent denial or recoupment of claims payments. I understand giving false information to obtain insurance is a criminal act defined as fraud under Oklahoma statutes and is punishable by fine and/or imprisonment.

Member signature:

Date:

**For Office Use Only**

☐ Approved Effective date:

☐ Denied

Signature:

Date:

## **Application for Coverage for Other Dependent Children**

The Application for Coverage for Other Dependent Children is required to request health, dental, vision and/or life coverage on a child when you have not been granted custody, adoption or guardianship by a court, and when your most recent income tax return does not list the child as a dependent for income tax purposes. **This application is not required if any of these conditions are met or if the dependent is your natural child or stepchild.** You should then follow EGID dependent enrollment procedures.

You can request dependent coverage on a child who is in your home and a parent-child relationship exists between you and the child. The request must be made within 30 days of the child entering your home. If coverage is not requested within 30 days, current employees cannot add coverage until the next annual Option Period and benefit limitations may apply. Former employees cannot add coverage at any later date.

The Application for Coverage for Other Dependent Children must be submitted to and approved by EGID before any coverage will be allowed for a child when no court order exists and when the child is not listed on your most recent income tax return. Coverage, if approved, shall begin on the first day of the month following approval and will never apply retroactively except in the case of a newborn which shall be added the first of the month of birth.

You must have Basic Life coverage to request Dependent Life. All other applicable eligibility requirements must be satisfied, and all necessary premiums must be paid.

**Note: It is your responsibility to notify your insurance coordinator/benefit partner when your child becomes ineligible. Former employees should notify EGID in writing.** EGID will not pay claims on ineligible dependents even if you have paid premiums for that dependent. The plan retains the right to verify the dependent's status, at any time, and to discontinue coverage for any dependent who is found to be ineligible for any reason.

Current employees should return this form to their insurance coordinator/benefit partner. Former employees should return this form directly to:

Employees Group Insurance Division  
P.O. Box 11137  
Oklahoma City, OK 73136-9998