

GIC SCANNED DOCUMENTS

COVERSHEET

TO: GICINFO@FRAMINGHAMMA.GOV

FROM: _____ **DEPT.:** _____

SUBJECT: _____ **DATE:** _____

SUBSCRIBER NAME: _____

If covering spouse and/or dependents, please list names below:

Spouse: _____

Dependent: _____

Dependent: _____

Dependent: _____

Dependent: _____

Dependent: _____

If you are planning to cover yourself only:

- There is no documentation needed unless you are a retiree or survivor who is (and/or whose spouse is) age 65 or over

If you are planning to cover a current and/or former spouse, you will need the following:

- If you are married – Copy of Certified Marriage Certificate

If you are divorced or legally separated, the following sections of the Separation Agreement are required. Note that that if you were divorced prior to March 27, 1985, your former spouse is not eligible for GIC coverage:

- Divorce Absolute Date
- Signature Page
- Health Insurance Provisions
- Your Former Spouse's Last Known Address

If you are planning to cover dependent children, you will need the following:

- Dependent Child Coverage – Copy of Certified Birth Certificate (must have parent/child relationship listed)
- Dependent Age 19-26 – Complete a Dependent Age 19-26 Application for coverage (form available on the GIC's website)
- Handicapped Dependent – complete Handicapped Dependent form (form available on the GIC's website)
- Adoption – Copy of Adoption Placement Letter
- Letter must be on Adoption Agency Letterhead and include the following:
 - Name of Adoptive Parents
 - Name of Adopted Child
 - Date Child Placed in the Home
- Grandchild – Copy of Court Guardianship Appointment
- However, if grandchild is a dependent of a dependent under age 19, copy of grandchild's certified (Long Form) birth certificate