



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall at St. James
117 West Duval St., Suite 100
Jacksonville, Florida 32202

DEPENDENT DOCUMENTATION REQUIREMENTS

Dependents must meet the eligibility requirements of each insurance plan and it is the responsibility of the employee to provide the required documentation for each dependent at the time of enrollment.

Required Dependent Documents:

- Spouse: Original certified marriage certificate and Social Security card
- Children: Original birth certificate, listing both parents' name; and Social Security card
- Adoption: Certified court documents awarding the child to be covered, birth certificate, and Social Security card
- Guardianship: Certified court documents for child. If temporary guardianship, court certified documents must be current, (signed by judge within last six months; if not, must be updated) original birth, certificate, and Social Security card

NOTIFICATION OF CHANGE IN DEPENDENT STATUS

It is the responsibility of the employee to notify the Employee Benefits Office within **60 days** of the actual date of a "Qualifying Event (QE)" for the addition or removal of a dependent under a pre-taxed premium plan or a plan requiring a twelve-month enrollment.

Examples:

- Marriage
- Divorce
- Birth
- Adoption
- Death
- Loss of coverage
- Gain of coverage
- Changed of residency