



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 and birth certificate and Social Security card
- Guardianship: Certified court documents for listing each child to be enrolled. If temporary guardianship, court certified documents must be current (signed by judge within last six months, if not, must be updated) and 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