

**REQUIRED DOCUMENTATION FOR THE CHEIBA TRUST  
MEDICAL, DENTAL, LIFE AND VISION INSURANCE  
LEGAL SPOUSE / COMMON-LAW SPOUSE / CHILDREN**

**The eligibility documentation must be provided within the following time frames:**

- **Within 31 days of benefits-eligibility, or**
- **During the annual Open Enrollment period as scheduled by the member institutions for benefit changes effective the following January 1<sup>st</sup>, or**
- **Within 31 days of all changes related to IRS-defined change of status, or**
- **Within 31 days of benefits changes due to meeting the criteria to establish a domestic partnership as defined by the CHEIBA Trust.**

**Legal Spouse:**

- Registered copy of marriage certificate

**Common-law Spouse:**

- Common-law marriage affidavit  
AND
- A document dated within the last 60 days showing current relationship status such as a monthly or quarterly household bill or statement of account. The document must list your spouse's name, the date, and your mailing address.

**Children:**

- The child's birth or adoption certificate, naming you or your spouse/DP as the child's parent, or appropriate custody or allocation of parental responsibility documents naming you or your spouse/DP as the responsible party to provide insurance for the child.
- Newborns – The registered birth certificate must be provided within 31 days of birth. Social Security number must be provided within 90 days of birth.

***The employee must provide a certified and notarized translation of any documents presented which are in a foreign language.***