

Documents you need at enrollment

You must bring photocopies of these documents to the meeting during which you enroll in insurance coverage. You will also need this documentation when you add someone to your coverage during open enrollment or as a result of a special eligibility situation. Please do not submit original documents to PEBA. They cannot be returned.

Action	Information required
To cover a spouse	A copy of the marriage license or the Common Law Marriage Affidavit, which is a notarized statement signed by both spouses.
To cover a former spouse	Copy of the divorce decree ordering the subscriber to cover the former spouse.
To cover a natural child	A copy of the long-form birth certificate showing the subscriber as the parent.
To cover a stepchild	A copy of the long-form birth certificate showing the name of the natural parent plus proof that the natural parent and the subscriber are married
To cover an adopted child or a child placed for adoption	A copy of the long-form birth certificate showing the subscriber as the parent or a copy of legal adoption document from the court, stating the adoption is complete; or a letter of placement from an attorney, an adoption agency or the S.C. Department of Social Services, stating the adoption is in progress.
To cover a foster child	A court order or another legal document placing the child with the subscriber, who is a licensed foster parent.
To cover other children	For all other children for whom a subscriber has legal custody, a court order or other legal document granting custody of the child to the subscriber. The document must verify the subscriber has guardianship responsibility for the child, not just financial responsibility.
To cover an incapacitated child	Incapacitated Child Certification Form. (See the "Incapacitated Child" section on Page 10 for complete information on the process.) Plus, proof of the relationship. See the appropriate section above for the type of documentation required.
To enroll in the TRICARE Supplement Plan	A copy of the subscriber's TRICARE ID card.