

# HAMPSHIRE COUNTY GROUP INSURANCE TRUST

88 King St, Northampton, MA 01060

413-584-1300

## REQUIRED DOCUMENTS AND INFORMATION TO ENROLL IN HEALTH INSURANCE COVERAGE

<u>RELATIONSHIP</u>	<u>REQUIRED DOCUMENTATION/INFORMATION</u>
Spouse	Signed marital status affidavit (with initials on 4 lines) <b>and</b> a photocopy of city/town issued and recorded marriage certificate (not the license for marriage).
Divorced or Separated Spouses	Signed marital status affidavit (with initials on 4 lines) <b>and</b> photocopy of health insurance provision language from divorce/separation agreement and first page listing names of both parties and signature page showing date of order.
Child Up to Age 26	Photocopy of city/town issued birth certificate (long form) or court order documenting guardianship with responsibility for health insurance coverage or adoption papers.
All Enrollees	The social security number <b>must</b> be provided on the enrollment form for <b>all</b> members enrolling in the health insurance coverage. No exceptions will be made.

### ITEMS NOT ACCEPTABLE:

CHURCH, RESORT OR JUSTICE OF THE PEACE CERTIFICATES  
HOSPITAL RECORDS, TOWN/CITY SHORT FORM CERTIFICATES OR BIRTH CARDS

**SEND PHOTOCOPIES ONLY – NO ORIGINALS PLEASE**