

## Enrollment Documentation Requirements for Open/Switch Enrollment

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All documentation must be submitted during the Open/Switch Enrollment window to ensure change requests are processed.

### Adding a Spouse:

- Marriage Certificate (must be court-filed and show filing date/acceptance; Marriage Licenses are not acceptable)
- Common-law marriages are not recognized under New Mexico statute; however, common-law marriages from states which do recognize them will also be recognized for benefit eligibility purposes

### Adding a Domestic Partner:

- Signed and notarized Domestic Partnership form (note: must be 12 or more months since any prior identified domestic partnership or marriage)

### Adding a Dependent Child:

- Birth Certificate
- Court Issued Guardianship/Kinship Papers
- Court Issued Custodial Papers (must not have expired)
- Adoption Papers

### Adding your Domestic Partner's Children:

- Birth Certificate or similar court-issued paperwork as described above identifying your domestic partner as the parent or legal guardian

### A Note about Divorce:

- All divorces must be reported to your employer and administrator within 30 days of the court effective date per Department of Labor law. An ex-spouse is not eligible for coverage.

### Adult Disabled Dependents:

- To receive plan coverage an adult disabled dependent must have been on your coverage prior to turning 26; a copy of the disabled dependent certification form must be filled out and submitted for approval by your medical carrier, then turned into Erisa for processing (forms at: <https://www.mybenefitsnm.com/emp/oyeePortal.html>)