

MoDOT\MSHP Medical and Life Insurance Plan

Required Documentation for Day 1 of NEO

Medical:

Lawful Presence documentation is needed for each dependent (spouse and/or child(ren) you enroll on your medical coverage.

Spouse Lawful Presence documents include:

- copy of either current state of Missouri driver's license OR current passport or
- copy of complete birth certificate, or
- copy of marriage license (if last name is different from yours)

Child(ren) Lawful Presence document:

- copy of complete birth certificate

You will also need to know the **SSN and date of birth** for each dependent you are enrolling.

Group Term Life Insurance:

You are required to list at least two beneficiaries on your group term life insurance.

The following information is needed for each beneficiary you plan to list:

- Name and relationship
- mailing address and phone number
- Social Security number (if possible)

There is a lot to cover and complete on the first day. Knowing & having this information will aid in successfully completing your enrollment forms during orientation.