New York State Requires Specific Documentation
For Enrollment in NYSHIP Health (Empire Plan or HMO)
and/or Dental Plans

In addition to completing the PS-404 enrollment form, you must provide written documents to support your and/or your dependent’s eligibility for coverage. Send the PS-404 enrollment and supporting documentation to Benefit Services, 395 Pine Tree Road, East Hill Office Building, Suite 130, Ithaca, New York 14850.

To enroll an employee, NYS requires:
- Copy of birth certificate (Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available)
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number)

To enroll a spouse, NYS requires:
- Copy of birth certificate (Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available)
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your spouse is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the PS-404)
- Copy of marriage certificate, and
- If marriage took place over one year ago, you will need to provide proof of current joint ownership/joint financial obligation such as prior year joint tax return. If tax return is not provided, a copy of current bank statement, mortgage statement or homeowner’s policy may be provided. This must be dated within the current year.

To enroll natural, adopted or stepchildren, NYS requires:
- Copy of birth certificate (Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available)
  * If adding a newborn, the footprint page from the hospital may be used temporarily to enroll the child. If footprints are provided for a newborn, copies of the birth certificate and Social Security card must be submitted as soon as available.

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• Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your child is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the PS-404).
• If applicable, proof of disability (a completed PS-451 – Statement of Disability). Contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu to request this form.

*NOTE: When adding a natural or stepchild to your plan, the New York State Department of Civil Service requires documentation to establish paternity when a father is not married to a child’s mother and the father’s name is not listed on the child’s birth certificate: in this case, the father is required to produce one of the following documents in order to add the child to NYSHIP coverage:
  o The child’s birth certificate noting his status as the father;
  o A court order noting that his status as the father has been adjudicated by a court;
  o A voluntary acknowledgment of Paternity that has been executed and filed with the County Registrar of the county in which the child was born (all states have a paternity acknowledgment process; if the child was born in another state, the enrollee may produce a filed Voluntary Acknowledgment of the Paternity from the other state.)
  o If an employee cannot or does not produce adequate documentation to establish that he is the child’s father, he can still add the child as a NYSHIP dependent as an “other child.”

To enroll “Other” children, NYS requires:
• Copy of birth certificate (Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available)
  * If adding a newborn, the footprint page from the hospital may be used temporarily to enroll the child. If footprints are provided for a newborn, copies of the birth certificate and Social Security card must be submitted as soon as available.
• Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your child is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the PS-404).
• If applicable, proof of disability (a completed PS-451 – Statement of Disability). Contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu to request this form.
• Required residence and support (a completed PS-457 Statement of Dependence). Contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu to request this form.

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