



Office of Human Resources
201 Culkin Hall

Health Insurance Information

The [PS404](#) *must be completed and returned to the Human Resources Office* regardless if you choose to enroll for health insurance coverage or waive coverage.

If you wish to enroll, HR will need a copy of the following documents providing identity:

Employee:

Copy of Social Security Card
Copy of Birth Certificate or Government issued photo ID

In addition, if you require family coverage, below is a list of specific documents that are needed to prove identity and relationship:

Spouse:

Copy of Marriage Certificate
Social Security # (List on PS-404)
Proof of joint ownership/Joint Financial obligation (Marriages over 1 year prior to request of coverage)

Children:

Copy of Birth Certificate
Social Security # (List on PS-404)

Once all documentation is received, you will be enrolled into the health plan of your choice.

For Domestic Partner coverage, additional documentation is required. Please contact the Human Resources Office.

If you have any questions or would like to set up an appointment with Devin Town, Benefits Manager please contact the Human Resources Office at 315-312-2230 or email hr@oswego.edu.