125 Barclay Street
New York, N.Y. 10007-2179
Telephone: (212) 815 – 1234

Health & DC37 Security Plan

Instructions on How to Complete The Attached Enrollment Form

In order for the DC 37 Health and Security Plan to provide Welfare Fund Benefits to you and your dependents you must complete the attached Enrollment Form.

PLEASE NOTE THE FOLLOWING:

- As a new employee, enrolling a spouse, domestic partner or dependent child (ren) in the Plan for the first time, you must attach the appropriate documentations (your marriage certificate, domestic partnership papers and birth certificate(s) of your child (ren) to your Enrollment Form.
- If you were previously enrolled and want to add or change your spouse, domestic partner or dependent information, please submit a "Change of Status Form".
- Sign and date the Enrollment Form.
- Please send the Enrollment Form to the following address:

DC 37 Health and Security Plan
125 Barclay Street, Room 811
New York, NY 10007
Attn: Eligibility Enrollment Unit
Fax # 212 298-9880

If you have any questions, feel free to contact our Plan office at 212-815-1234.

DC 37 HEALTH AND SECURITY PLAN
125 Barclay St., New York, NY 10007 – 2179
Telephone: (212) 815 - 1234
Fax: (212) 298 - 9880

ENROLLMENT FORM

(PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM)
(PRINT OR TYPE IN BLACK INK AND IN CAPITAL LETTERS)

SECTION A: MEMBER'S INFORMATION

SOCIAL SECURITY NUMBER	LAST NAME	FIRST NAME	MI
___ – ___ – ____			

DATE OF BIRTH (MONTH / DAY / YEAR)	GENDER	DATE OF HIRE (MONTH / DAY / YEAR)	DEPT./AGENCY
/ /	☐ MALE ☐ FEMALE	/ /	

HOME STREET ADDRESS	APT. NO.	HOME PHONE
		( ) -

CITY	STATE	ZIP CODE	CELL PHONE
			( ) -

CURRENT STATUS: Please check one box.

NOTE: A date is required if an option other than single is selected

☐ MARRIED (MONTH DAY YEAR) ___/___/___
☐ SEPARATED (MONTH DAY YEAR) ___/___/___
☐ DIVORCED (MONTH DAY YEAR) ___/___/___
☐ WIDOWED (MONTH DAY YEAR) ___/___/___
☐ DOMESTIC PARTNER (MONTH DAY YEAR) ___/___/___
☐ SINGLE

EDUCATION LEVEL: (Circle One)
College:
1yr 2yr 3yr BA BS Other _____

High School Diploma or Equiv:
☐ Yes ☐ No

If no High School Diploma, (Circle One)
Highest Year Completed:
4 5 6 7 8 9 10 11

WORK PHONE
( ) -

Home E-Mail Address (Optional)
_____

If you enroll any dependents, spouse or domestic partner, it is mandatory that you attach all required documents (i.e. **BIRTH CERTIFICATE, MARRIAGE CERTIFICATE, ADOPTION DOCUMENTS** or **REGISTRATION OF DOMESTIC PARTNERS**) before any benefits will be provided to dependents, spouse or domestic partner.

SECTION B: SPOUSE OR DOMESTIC PARTNER INFORMATION

SS# OF SPOUSE/DOMESTIC PARTNER	LAST NAME (If Different)	FIRST NAME	MI
___ – ___ – ____			

DATE OF BIRTH (MONTH / DAY / YEAR)	GENDER	NAME OF EMPLOYER	DATE OF HIRE (MONTH / DAY / YEAR)
/ /	☐ MALE ☐ FEMALE		/ /

WORK ADDRESS	ZIP CODE	WORK PHONE
		( ) -

NAME OF SPOUSE/DOMESTIC PARTNER'S UNION/LOCAL # IF APPLICABLE	PHONE No. of SPOUSE/DOMESTIC PARTNER'S UNION/LOCAL
	( ) -

ADDRESS/ZIP CODE OF SPOUSE/DOMESTIC PARTNER'S UNION/LOCAL # IF APPLICABLE

Benefit	Name of Insurer	Address/Zip Code of Insurer	Phone # of Insurer	Policy #	Coverage Individual or Family
Drug					
Dental					
Health Insurance					

COMPLETE OTHER SIDE :