



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, I will need a copy of the following documents providing identity:

Employee:

Copy of Social Security Card
Copy of Birth Certificate

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

Spouse:

Copy of Marriage Certificate
Copy of Social Security Card

Children:

Copy of Social Security Card
Copy of Birth Certificate

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, please contact the Human Resources Office at 315-312-2230 or email hr@oswego.edu.