



New Application for Coverage Complete Section 1, 2, and 4.

I do not wish to enroll.

COBRA - Complete Sections 1, 2, 4 and the COBRA item in Section 3 if applicable.

Change/Subscriber Authorization Form Section 1 and 4 must be completed. Section 2 and 3, complete as applicable for change requested.

P.O. Box 8690; St. Louis, MO 63126  
314-656-3000 or 800-392-1167

Group Name \_\_\_\_\_

Group#/Sublocation#     -

Division/Sublocation \_\_\_\_\_

If applicable:  
 High Option  
 Low Option

### SECTION 1 EMPLOYEE INFORMATION

Employee Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex:  M  F

Social Security No.

Alternate ID Number \*

Birth Date (mm/dd/yyyy): \_\_\_ / \_\_\_ / \_\_\_

Street Address: \_\_\_\_\_ Coverage Effective Date: \_\_\_ / \_\_\_ / \_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check here if this is a new address.

Employee Hire Date: \_\_\_ / \_\_\_ / \_\_\_ Marital Status:  Single  Married  Divorced  Widowed

- A. Does your spouse have any other group dental coverage?  Yes  No
- B. If yes to A, are you covered by your spouse's plan?  Yes  No
- C. If yes to A, are your dependents covered by your spouse's plan?  Yes  No
- D. If yes to A, is the other group dental coverage through a retiree plan?  Yes  No
- E. If yes to B or C, provide the name of your spouse's dental plan \_\_\_\_\_

\* For employer groups who utilize Alternate ID numbers, the assigned group number is the first four digits of the Alternate ID. You are still required to submit your SSN on the application for claims processing purposes.

### SECTION 2 SPOUSE AND DEPENDENT INFORMATION

Please complete for spouse/dependents to be enrolled or cancelled. Use a 2nd form for additional dependents if needed.

<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel	<b>Spouse</b> - Last Name _____	First Name _____	Sex M F <input type="text"/> <input type="text"/>
	Birth Date (mm/dd/yyyy): ___ / ___ / ___		
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel	<b>Dependent #1</b> - Last Name _____	First Name _____	M F <input type="text"/> <input type="text"/>
	Birth Date (mm/dd/yyyy): ___ / ___ / ___	Relationship: <input type="checkbox"/> Child <input type="checkbox"/> Other _____	
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel	<b>Dependent #1</b> - Last Name _____	First Name _____	M F <input type="text"/> <input type="text"/>
	Birth Date (mm/dd/yyyy): ___ / ___ / ___	Relationship: <input type="checkbox"/> Child <input type="checkbox"/> Other _____	
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel	<b>Dependent #3</b> - Last Name _____	First Name _____	M F <input type="text"/> <input type="text"/>
	Birth Date (mm/dd/yyyy): ___ / ___ / ___	Relationship: <input type="checkbox"/> Child <input type="checkbox"/> Other _____	
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel	<b>Dependent #4</b> - Last Name _____	First Name _____	M F <input type="text"/> <input type="text"/>
	Birth Date (mm/dd/yyyy): ___ / ___ / ___	Relationship: <input type="checkbox"/> Child <input type="checkbox"/> Other _____	

IMPORTANT: For court ordered dependents, legal documentation must be attached. If your dependent meets the qualifications for full-time student status, necessary documentation is required.

**SECTION 3 COVERAGE TYPE SELECTION/REASON FOR CHANGE**

**Select appropriate coverage type:**

- Employee Only Coverage       Employee and Spouse       Family       Employee and Child/Children

**Name Change:**

**From:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
**To:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Reason for Change:** All changes must be made within 31 days of the qualifying event.

**Additions:**

Effective Date of Addition: \_\_\_ / \_\_\_ / \_\_\_  
 Birth  
 Marriage  
 Adoption (attach legal documentation)  
 Court ordered dependent (attach documentation)  
 Annual Open Enrollment  
 Other (describe) \_\_\_\_\_

**Cancellations:**

Effective Date of Cancellation: \_\_\_ / \_\_\_ / \_\_\_  
 Death  
 Employee terminated on \_\_\_ / \_\_\_ / \_\_\_  
 Divorce  
 Dependent reached student/dependent maximum age  
 Retired

**Transfer Membership:** Effective Date of Transfer \_\_\_ / \_\_\_ / \_\_\_

**From:** Group#/Sublocation# [ ][ ][ ][ ]-[ ][ ][ ][ ]  
Division/Sublocation \_\_\_\_\_

**To:** Group#/Sublocation# [ ][ ][ ][ ]-[ ][ ][ ][ ]  
Division/Sublocation \_\_\_\_\_

**COBRA Membership:** If new COBRA participant was previously covered as a dependent of another membership, please list that covered employee's social security number and name:

Social Security No. [ ][ ][ ][ ][ ][ ][ ][ ][ ] Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**SECTION 4**

I represent that the information I have provided on this form is complete and accurate. I request the group coverage to which I am entitled, or may become entitled, under the provision of the Membership Certificate/Master Policy issued by Delta Dental of Missouri. I authorize the proper deductions, if any, from my earnings as my contribution toward the cost of this coverage and agree that my employer may act as my agent under this membership. I understand that I cannot transfer my or my dependents' right to receive benefit payments, and I agree to repay promptly any benefit payments to which I or my dependents were not entitled. I also authorize any dentist or other provider of care to furnish Delta Dental of Missouri any necessary information regarding care or treatment of myself or any covered dependents. I understand that courses of dental treatment which began before my effective date may not be covered. Please note that coverage is subject to the limitations, exclusions, and waiting periods contained in the group contract.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No action requested can be taken without your signature above.**