

NYSHIP Documentation Needed to Enroll in Health and/or Dental Plans

When enrolling for coverage under NYSHIP (New York State Health Insurance Program)—either Empire or an HMO—you must provide written documents to support your and/or your dependent’s eligibility for coverage.

For an employee, we need:

- Copy of birth certificate and
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number).
- Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available.

For a spouse, we need:

- Copy of birth certificate and
- Copy of marriage certificate and
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number).
- Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available.

For natural, adopted or stepchildren, we need:

- Copy of birth certificate or copy of footprints (newborn only) and
- Copy of Social Security card and
- If applicable, proof of support, proof of dependence (stepchild not residing with employee) and/or 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.
- Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available.

For “Other” children, we need

- Copy of birth certificate or copy of footprints (newborn only) and
- Copy of Social Security card and
- 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.
- Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available.