

## How to add a New Spouse or Baby to Insurance Coverage

### **I recently got married. How do I add my new spouse to my insurance?**

Complete the [Health, Dental and Life Insurance Application](#) within 60 days of your marriage. A copy of your marriage certificate is required. If you have vision coverage, complete the [Voluntary Benefit Application](#) to add your new spouse. After the application form and marriage certificate are received, the coverage will be effective the date of your marriage. When filling out the application, agency name is UW, number is N/A. You can email the forms and marriage certificate to [hrbenefc@uwyo.edu](mailto:hrbenefc@uwyo.edu), or mail to Wyoming Hall, room 148 or 150.

When you get married, also consider changing your beneficiary for your life insurance and retirement. Refer to the section on changing beneficiaries.

### **I have a new baby. How do I add my newborn to my insurance?**

Complete the [Health, Dental and Life Insurance Application](#) within 60 days of your baby's birth. A copy of the birth certificate is required. The unofficial copy from the hospital is acceptable if it includes the baby's name and date of birth as well as both parents' names. The baby's Social Security Number is required when you receive it. A copy of the Social Security card is not required. Please submit the application form as soon as possible, even if you don't have the birth certificate or Social Security number yet. If you want to include your baby on your vision plan, please fill out the additional [Voluntary Benefit Application](#). When filling out the application, agency name is UW, number is N/A. You can email the forms and birth certificate to [hrbenefc@uwyo.edu](mailto:hrbenefc@uwyo.edu), or mail to Wyoming Hall, room 148 or 150.