



**REQUEST FOR COVERAGE FOR COMMON-LAW SPOUSE**

2401 N. Lincoln Blvd., Oklahoma City, OK 73105 – Phone: 405-522-5528 or 800-219-8115

Member \_\_\_\_\_ SSN \_\_\_\_\_

Agency \_\_\_\_\_ Agency # \_\_\_\_\_

I understand I am permitted to enroll an individual who I claim is a common-law spouse. I hereby swear and affirm under penalty of perjury that the following is true and correct:

1. This person, \_\_\_\_\_, and I have an actual and mutual agreement between ourselves to be married.
2. This is a permanent relationship.
3. Our relationship is exclusive, as proven by our cohabitation as spouses and hereby hold ourselves out publicly as married.

X \_\_\_\_\_  
Employee signature Date

X \_\_\_\_\_  
Common-law spouse signature Date

Without signatures of both parties, this agreement will be rejected. A signed and dated agreement must be attached to the Option Period Enrollment Form.

**IMPORTANT NOTICE:**

1. A copy of this form should be retained for the benefits coordinator's file.
2. The form should be sent to the Employee Benefits Department of HCM for the central file reference.
3. Do not forward a copy to EGID.
4. May add common-law spouse at Option Period (may be added midyear only if proof of loss of other group coverage is provided).
5. **A divorce decree will be required upon termination of relationship.**