



Direct Billing Request Checklist

Required Documentation

- A **memo** from your office requesting to register or add/remove a dependant in the UNHQ US-based plans
- Duly filled **insurance application form**
- Copy of the **appointment PA or relevant PA** supporting the qualifying event
- Copy of the staff member's (and their dependant/s) **passports or any legal ID** that includes their first and last names, DOB and nationality
- Copy of **marriage certificate** to prove eligibility for spouse of staff member. If not available, the spouse must be listed on the PA, showing that he/she is recognized by the entity
- Copy of **birth certificate** for a new-born who is requested to be added to a staff member's plan

**Please Note: Staff members of other entities may only participate in the UNHQ Direct Billing Programme if they are duty-stationed in the US. Staff members who are duty-stationed outside of the US, and have families residing in the US, are not allowed to enroll in the UNHQ plans.*

***Please Note: Application/notification for enrollment, re-enrollment, termination, adding/removing a dependant must be submitted to our office within 31 days from the effective date of the qualifying event.*

****Please Note: Staff members and their eligible dependants may terminate their coverage under the medical and dental plans between annual campaigns if one of the following events occur: upon divorce of a spouse; upon the death of a covered dependant; upon marriage or full-time employment of a covered child.*

*****Please Note: It is the entity's responsibility to inform our office when their staff member ceases to be eligible for insurance (e.g. termination of contract or rotated out of the US duty station). A memo requesting to terminate their insurance, with a copy of the separation or relevant PA, should be sent to our office within 31 days from the effective date.*

