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MEMORANDUM

TO: All Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Proof of Identification for Enrollees
DATE: November 27, 2024

On September 6, 2024, the Employee Benefits Division revised Policy Memo 139, "Required Dependent Proofs." The revised memo advised that enrollees are permitted to submit government-issued photo identification (ID), such as a drivers' license or passport, in place of a birth certificate for their dependent spouses and domestic partners. This has raised questions about if updated rules for spouses and domestic partners also apply to primary enrollees.

As of the publication of this memo, HBAs can accept a government-issued photo ID, such as a drivers' license or passport, in place of a birth certificate for enrollees. Online editions of the *NYSHIP General Information Book* have been updated to reflect the change. Print editions of the GIB will be revised with the next scheduled printing, and edits to the online HBA manual have been incorporated. The updated guidance regarding government-issued photo IDs for primary enrollees, spouses, and domestic partners does not apply to dependent children since a birth certificate is required for children to prove their relationship to the enrollee.

Questions have been raised regarding foreign-issued identification documents, including foreign-issued passports and birth certificates. HBAs can accept foreign-issued identification documents if the HBA is able to confirm the necessary points of identification on the document, including the name and date of birth of the individual. The HBA must be able to confirm the relationship between the enrollee and the child within foreign-issued birth certificates for dependent children.

For questions about this memo, please contact the HBA Helpline at 518-474-2780.