

Benefits Enrollment for Qualifying Event: Add Dependents

Faculty & Staff

Important Information

- **When to Use This Form** – Use this form to add your new child and other dependents to your voluntary benefits plans within 30 days of the child's birth or adoption or other qualifying event. If you plan to make other changes to your benefit plans or with this qualifying event, you must complete the full Benefits Enrollment/Change Form available in Fresh Desk.
- **Documentation for Qualifying Event** – Submit documents supporting your qualifying event with this form.
- **Dependent Verification Documentation** – If you enroll dependents for any benefit, you must upload dependent documentation via MyDU (Employee Resources > Benefits Information > My Benefits > Upload Dependent Documentation).
- **Complete the Form in its entirety** – This form will be returned to you if it is not filled in completely.
- **DEADLINE** – Submit this form within 30 days of your qualifying event. Do not forget to sign this form because it cannot be processed without a signature.
- **Confirmation of Benefits Enrollment** – Human Resources Benefits will send an email when the enrollment is completed. Please review your paycheck stubs to ensure your benefit premiums are deducted.

Employee Information

First Name:

Section 2: General Fraud Statement

Any employee, employee's dependent(s), or other individual(s) who knowingly provides false, incomplete, or misleading facts or information on any Benefits Enrollment/Change Form, benefits enrollment website, affidavit, or other document for the purpose of defrauding or attempting to defraud the university's benefits plans hereto commits a fraudulent act. Any such person will be subject to civil and/or criminal penalties, fines, denial of enrollment in any or all of the university's benefits plans, or as provided in regulations, statutes, and applicable written directives.

Section 3: Authorization and Signature – READ, SIGN, AND DATE

I certify that by completing, signing, and returning this form, I agree to abide by the eligibility, enrollment, and election procedures for the University of Denver benefits as outlined in the Benefits Guide, which is available at

How to Submit Your Benefits Enrollment/Change Form

The preferred method is to
