



District of Columbia Retirement Board (DCRB)
Benefits Department

900 7th Street, NW, 2nd Floor • Washington, DC 20001
Telephone: (202) 343-3272 • Toll Free: (866) 456-3272 • Fax: (202) 566-5001
www.dcrb.dc.gov

Health Benefits Registration Form

If you were hired on or after October 1, 1987, you participate in the District healthcare program. Complete this form to enroll in the District Plan upon retirement or to make changes in your coverage during Open Enrollment periods or upon a change in family status. If you have questions, please contact the DCRB Member Services Center at the numbers listed above. Please return the completed form to DCRB.

Part A: Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security or ID#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell or Work Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
Street

City State Zip Code

Are you married? Yes [ ] No [ ] Sex: Male [ ] Female [ ]

If you are covered by Medicare, select all that apply: Part A [ ] Part B [ ] Part D [ ]

Medicare Claim #: \_\_\_\_\_ (Please attach a copy of your Medicare card when returning this form.)

Part B: Plan You are Currently Enrolled In

Present Plan Name: \_\_\_\_\_ Enrollment Code: \_\_\_\_\_
(If applicable)

Part C: Plan You are Enrolling In or Changing To

Name of Plan: \_\_\_\_\_ Enrollment Code: \_\_\_\_\_

Type of Enrollment: Self Only [ ] Self Plus One (1) [ ] Self and Family [ ]

Part D: Cancellation Option (Skip this section if it does not apply to you.)

I elect: (Please check box to acknowledge cancellation.)

[ ] To cancel my present enrollment. I understand that if I choose to cancel my enrollment, I may not re-enroll at any time.



## Part E: Eligible Dependents

In the spaces below, list all eligible family members without exception. List spouse first, then your unmarried dependent children. Do not list parents or others who are not eligible family members. They will not receive benefits even if listed. If you require more space, please attach an additional sheet of paper.

Name & Relationship of Family Member	Social Security Number	DOB (MM/DD/YYYY)	Sex (Choose one)
	____-____-____	____/____/____	Male <input type="checkbox"/> Female <input type="checkbox"/>
	____-____-____	____/____/____	Male <input type="checkbox"/> Female <input type="checkbox"/>
	____-____-____	____/____/____	Male <input type="checkbox"/> Female <input type="checkbox"/>
	____-____-____	____/____/____	Male <input type="checkbox"/> Female <input type="checkbox"/>
	____-____-____	____/____/____	Male <input type="checkbox"/> Female <input type="checkbox"/>
	____-____-____	____/____/____	Male <input type="checkbox"/> Female <input type="checkbox"/>

## Part F: Authorization

*I elect to enroll/change my health benefits plan as shown on the first page of this form. If enrolling or changing, I authorize deductions from my annuity to cover my share of the cost of the enrollment.*

\_\_\_\_\_  
Your signature (Do not print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date (MM/DD/YYYY)

**This form is not valid without a signature!**  
**Please complete and return this form to DCRB.**

## Part G: For DCRB Use Only

This section is to be completed by DCRB. **Please do not mark this section.**

Name of Office: District of Columbia Retirement Board  
900 7th Street, NW, 2nd Floor  
Washington, DC 20001

Date Received By DCRB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Effective Date of Election: \_\_\_\_/\_\_\_\_/\_\_\_\_

Effective Date of Termination Of Enrollment: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Health Plan Report Number: \_\_\_\_\_

Payroll Office #: \_\_\_\_\_  
Insurance Group #: \_\_\_\_\_  
Compensation Unit Code: \_\_\_\_\_  
(Subgroup #)

\_\_\_\_\_  
Signature of DCRB Representative

**Remarks:**