



**Exchange Certified Family Dental Plan**  
**Small Group Enrollment Application**  
 (New Enrollment/Changes to Enrollment)

**Delta Dental of Virginia**  
 4818 Starkey Road, Roanoke, VA 24018  
 (540) 989-8000 • (800) 237-6060  
 Fax: (540) 776-8109

**IMPORTANT: Incomplete information will delay enrollment. Please print using a ball point pen, press firmly and print clearly.**

<b>Group Name:</b>	<b>Effective Date:</b>
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<b>Group No:</b>	<b>Sublocation/Division No:</b>
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**Section A: ENROLLMENT/CHANGE** (For qualifying event provide date and reason in section D)

New Hire       ADD dependent/spouse       Coverage Change       Reinstatement  
 Open Enrollment       DROP dependent/spouse       COBRA (Effective Date \_\_\_/\_\_\_/\_\_\_)       Cancel Coverage  
 Change/Update Information       Name - Previous Name \_\_\_\_\_       Address     Telephone     Other \_\_\_\_\_

Decline Coverage - I understand that I have been offered and have elected to decline coverage under my employer sponsored dental plan with Delta Dental at this time. I will not be eligible to enroll until the next open enrollment period or in the event of a qualifying event during the coverage period.

(Sign, date and complete first line of Section B.) **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section B: EMPLOYEE INFORMATION**

Last Name	First Name	MI	Social Security Number	Group Assigned ID (if applicable)
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Mailing Address (#, Street, Apt)	City	State	ZIP
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Home Telephone (    )	Date of Birth /  /  /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	If married, will your spouse or dependents have coverage under another group dental plan on the date this plan becomes effective? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Email Address \_\_\_\_\_ **I agree to receive communications regarding my group plan via the email address that I have supplied on this application. If you do not want to receive communications about your policy via email, please check this box**

Date of Hire /  /	Number of Hours Worked Per Week	Payroll Status
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**Section C: COVERAGE**

**Coverage Type** (check one)  
 Employee     Employee/Spouse     Employee/Child(ren)     Employee/Family  
 Employee/Domestic Partner (if offered under your dental plan)

**Section D: LIST MEMBERS TO BE ENROLLED or DROPPED (Check Reason for Change Below)**

	Last Name (if different)	First Name, MI	Relationship	Sex (M/F)	Date of Birth (MM/DD/YYYY)
<input type="checkbox"/> Add <input type="checkbox"/> Drop					
<input type="checkbox"/> Add <input type="checkbox"/> Drop					
<input type="checkbox"/> Add <input type="checkbox"/> Drop					
<input type="checkbox"/> Add <input type="checkbox"/> Drop					

<b>Date of Qualifying Event</b> /    /	<b>Reason(s) for Qualifying Event</b> <input type="checkbox"/> Marriage <input type="checkbox"/> Loss of other group coverage <input type="checkbox"/> Divorce <input type="checkbox"/> No longer dependent <input type="checkbox"/> Birth or adoption <input type="checkbox"/> Death of spouse/dependent <input type="checkbox"/> Other _____
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**Section E: AUTHORIZATION AND CERTIFICATION**

I authorize dentists, dental office personnel, and other health care professionals and entities to disclose to Delta Dental of Virginia, its agents and employees (including, without limitation, its claims and customer service personnel) all information necessary to determine (1) eligibility for coverage and (2) covered benefits. This authorization is made for each individual to be enrolled or affected by this change. The authorization is valid for 30 months from the date this form is signed for underwriting purposes. The authorization is valid for the term of coverage for the purpose of collecting information in connection with claims for benefits. The applicant or the applicant's authorized representative is entitled to receive a copy of the authorization form.

I understand that my selection of coverage may be changed only during the open enrollment period of each year unless I experience a qualifying event listed under "Reasons for Change" in Section D. Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing false or deceptive statement may have violated state law. I certify that the information supplied by me on this form is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_