

# Federal Employees Dental and Vision Insurance Program (FEDVIP) Belated Enrollment/Change Form

Use this form only to request approval for a belated FEDVIP enrollment, change to an existing FEDVIP enrollment, or cancellation of your FEDVIP enrollment.

We will consider your request if you were unable to perform, due to specific reasons beyond your control, the requested action during the Federal Benefits Open Season or within 60 days of a qualifying life event (QLE) or becoming a new or newly eligible employee. (Examples of a QLE may be a change in family status that results in the increase or decrease in the number of eligible family members or an employee being restored to civilian status after serving in the uniformed services.) BENEFEDS must receive your completed form within three months of the last day of the Federal Benefits Open Season, your QLE date, or your new hire or newly eligible date. **Incomplete forms will not be processed.**

## Section A: Contact Information

Provide as much accurate information as possible. We cannot process your request if we cannot reach you.

<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	M.I.	Last name
<input type="text"/>		
Address 1		
<input type="text"/>		
Address 2		
<input type="text"/>	<input type="text"/>	
City	State/Territory	
<input type="text"/>	<input type="text"/>	
Country	Zip/Foreign postal code	
<input type="text"/>		
BENEFEDS user ID if applicable		

Daytime phone  Other phone  Best times to call you about your request

## Section B: Information about Your Request

Please answer all applicable questions.

1. This request is for a:

new enrollment     change to an existing enrollment     cancellation of an enrollment

2. If this is NOT a Federal Benefits Open Season request and involves a QLE or a new hire or newly eligible request, please enter your QLE, new hire, or newly eligible date.

Date of QLE, new hire, or new eligibility   
(mm/dd/yyyy)

3. Is this request for a FEDVIP dental plan and/or a FEDVIP vision plan?

Dental plan     Vision plan

*continue on reverse*



