

## How To Add Your Newborn to Your Health Coverage

Congratulations on the birth of your newborn! To add your newborn to your health plan(s), follow the steps below:

1. Download and complete the **Employee Benefit Record form (EBR)**  
Sworn fire and fire trainees must also download and complete the **Oakland Firefighter Dental Enrollment form**.  
Link to EBR form: [Employee Benefit Record Form](#)  
Link to Oakland Fire Fighter Dental Enrollment form: [Oakland Firefighter Dental Enrollment Form](#)

2. Complete the following sections of the **EBR** form:
  - a. Application Type
  - b. Personal Information
  - c. Employment Information
  - d. Dependents

\*Complete the Oakland Firefighter Dental Enrollment form (sworn fire and fire trainees only)

3. Submit the following to the City of Oakland Benefits Unit **within 60 days** of your child's birth:
  - ❖ The completed Employee Benefit Record form
  - ❖ Oakland Firefighter Dental Enrollment form (sworn fire and fire trainees only)
  - ❖ A copy of the birth certificate (or birth record from the hospital if you haven't received the birth certificate)

**FAX**  
**(510) 238-6560**

**Email**  
[Benefitsadmin@oaklandca.gov](mailto:Benefitsadmin@oaklandca.gov)

**Mail**  
City of Oakland - Benefits Unit  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor  
Oakland, CA 94612