

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)**
Link to EBR form: [Employee Benefit Record Form](#)
IAFF Local 55 sworn fire and fire trainees must also complete the **Oakland Firefighter Dental Enrollment form**. Link to 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
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 (IAFF Local 55 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)

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