Marketplace Open Enrollment Appointment Checklist

We are happy to help you enroll. Your appointment is at _____ on __________________.

Call us with any questions at: 1-800-965-7476.

Applying for coverage through the Health Insurance Marketplace is usually easy. To help with your enrollment, please bring the following:

Bring these to your enrollment appointment:

☐ If you have enrolled before, bring the form called My Health Insurance Account Information (it might be green)

☐ Identity information for everyone claimed on the tax return, even if they don’t need coverage:
  o _____Date of birth               ____Address               _____Social Security number

☐ Income documents to help estimate your income for next year:
  o Social Security benefits or foreign income statements, letters or awards
  o most recent tax return, W2 forms
  o paystubs
  o anything related to other income (such as interest, rentals, disability, retirement)

☐ A list of your providers such as doctors and counselors you want your plan to cover.

☐ A list of, or bottles of prescription medications you want your plan to cover. This helps us compare prescription costs on different health plans available to you.

☐ Immigrants: Bring Immigration Document Numbers (for non-citizens or naturalized citizens). See list on the back of this page for more information on documents to bring.
If you’re a naturalized or derived citizen, bring these documents:

If you have a Naturalization Certificate, you’ll need these numbers from your document:

• Alien registration number (also called USCIS number)
• Naturalization Certificate number

If you have a Certificate of Citizenship, you’ll need these numbers from your document:

• Alien registration number (also called USCIS number)
• Certificate of Citizenship number

If you need help finding information on your document, check on the back of the original document. Some older documents may not list both numbers.

We cannot electronically verify your status using your U.S. passport, state-issued driver’s license or ID card, or birth certificate. However, if you do not have a Naturalization Certificate or Certificate of Citizenship, you can still submit an application and get an eligibility determination. You WILL be asked to provide a copy of your other citizenship documentation to the Marketplace for review.

If you need help with these citizenship documents

To verify your naturalized citizen status, enter the alien number (also called the alien registration number or USCIS number). This number starts with an “A” and ends with 8 or 9 numbers. The alien number can be found at the top, right-hand corner of the “Certificate of Naturalization” (Form N-500).
Also enter the “Certificate of Naturalization” number. The Naturalization Certificate number can be found at the top, right-hand corner of the “Certificate of Naturalization” (Form N-550).

To verify your citizenship status, enter the alien number (also called the alien registration number or USCIS number). This number starts with an “A” and ends with 8 or 9 numbers. The alien number can be found at the top, right-hand corner of the “Certificate of Citizenship” (Form N-560 or N-561). Also enter the “Certificate of Citizenship” (Form N-560 or N-561) number. Also enter the “Certificate of Citizenship” number. This number can be found at the top, right-hand corner of the “Certificate of Citizenship” (Form N-560 or N-561).

The number for the Marketplace Call Center is 1-800-318-2596.
TTY users should call 1-855-889-4325.