2022 Marketplace Enrollment Appointment Checklist

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

Your appointment is at __________ on ________________________________.

Bring these to your enrollment appointment:
Identity information for everyone claimed on the tax return, even if they don’t need coverage. This includes:
- □ Birthdate(s)
- □ Address(es) AND
- □ Social Security number(s)

Income documents to help estimate your income for next year:
- □ Social Security benefits or foreign income statements, letters or awards
- □ most recent tax return, W2 forms
- □ paystubs
- □ 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.
- □ Primary Care Physician _______________________________________
- □ Specialty Care Physician(s) _____________________________________
- □ Therapists or Counselors ________________________________________

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

________________________________________
________________________________________
________________________________________

If applicable, bring Immigration Document Numbers (for any household members who are applying for coverage, both non-citizens or naturalized citizens). This information is not needed if the household member is not applying for health insurance coverage. Turn over for more details.
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).

For help, call the Maine Health Insurance Marketplace Call Center at 1-866-636-0355. TTY users should dial 711.