



Verification Documentation Cover Letter

If a household requests to submit their documentation prior to receiving a notice requesting information, the assister can prepare this cover page for the household to submit with their documentation. This will help to ensure that the information is filed correctly. If the household has already received a notice requesting information, they should submit the first page of the notice with the documentation, and this cover letter is not needed. Upload the documentation at www.MNSure.org/verify-qhp.jsp or fax the documentation to 651-431-7770.

Fill out the information below:

Integrated Case (IC) Number _____

(This number can be obtained from the Broker Line or Assister Resource Center.)

Primary applicant's last name _____

Primary applicant's first name _____

Date of birth of the primary applicant _____

(This is the primary applicant on the MNSure application; this may or may not be the primary on the insurance coverage. If you are unsure the information can be obtained from Broker Line or Assister Resource Center.)

Name and DOB of the individuals the documentation is for:

Name _____ **Date of birth** _____

Name _____ **Date of birth** _____

Name _____ **Date of birth** _____

Name _____ **Date of birth** _____

Name _____ **Date of birth** _____

Name _____ **Date of birth** _____

(The name, date of birth and Integrated Case Number must also be written on each documentation page being submitted.)

Total number of documents being sent _____

Total number of pages, including cover letter, being sent _____

Check One:

- This documentation is to prove a qualifying life event or eligibility for a Special Enrollment Period.
- This documentation is to prove a qualifying life event or eligibility for a Special Enrollment Period after extension to an initial request.
- This documentation is to prove information in an application submitted through MNSure.