

FOR TRICARE® DENTAL PROGRAM  
**ENROLLMENT/CHANGE AUTHORIZATION**



- New Enrollment/Reenrollment** *(complete entire authorization)* Choose when a contract does not currently exist.
- Add Family Member** *(complete sections I, II, V, and VI)* Choose when a contract already exists for one or more family members.
- Terminate Enrollment** *(complete sections I, III, and VI)* Choose when an entire contract needs to be terminated.
- Change Address/Telephone** *(complete sections I, II, and VI)* If the update applies only to certain family members, list in section II.
- Terminate Individual Family Member** *(complete sections I, II, III, and VI)* Choose when one or more family members need to be terminated, but one or more will remain enrolled.

**Section I** **NOTE:** Incomplete information on this authorization will delay your enrollment.

Sponsor Name – Last Name \_\_\_\_\_ MI \_\_\_\_\_ First Name \_\_\_\_\_  
 Sponsor SSN or DBN \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_\_ Gender  M  F  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Country \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Sponsor's Military Status  Active Duty\*  AGR\*  SELRES  IRR  
 \*If Active Duty or AGR, you may only enroll eligible family members, not yourself.  
 Please indicate if you intend to remain in the service for at least 12 months.  Yes  No  
*(If no, you will not be enrolled.) (See Section I on page 1 for "Notice of Intent.")*

**Section II** **NOTE:** National Guard and Reserve sponsors and their family members will be enrolled to separate contracts, but may enroll on a single Enrollment/Change Authorization.

**ALL ELIGIBLE FAMILY MEMBERS, AGE 4 OR OLDER, RESIDING AT THE SAME ADDRESS, MUST BE ENROLLED IF ANY ONE OF THEM IS ENROLLED. PLEASE LIST ALL FAMILY MEMBERS TO WHOM THIS ENROLLMENT/CHANGE AUTHORIZATION PERTAINS.**

If you are a National Guard and Reserve sponsor, to whom does this Enrollment/Change Authorization request pertain?

- Sponsor only  Family only  Sponsor and family

Spouse – Last Name	First Name	Gender	Date of Birth (mm/dd/yy)	Address (if different than Sponsor's)
		<input type="checkbox"/> M <input type="checkbox"/> F		
Family Member – Last Name	First Name	Gender	Date of Birth (mm/dd/yy)	Address (if different than Sponsor's)
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		

Please list additional family member(s) on a separate sheet and attach to the Enrollment/Change Authorization.

**Section III**

Desired End Date \_\_\_\_\_ Reason for Termination \_\_\_\_\_ *(see values listed in Section III on page 3)*  
 If other, please explain \_\_\_\_\_

**Section IV**

Desired Enrollment Start Date \_\_\_\_\_ Amount of Initial Payment *(see Section IV on page 3)* \_\_\_\_\_  
**Method of Initial Payment**  
 Check or money order  Visa®  MasterCard®  American Express®  Discover®  
 Credit Card Number \_\_\_\_\_ Expiration Date (mm/yy) \_\_\_\_\_ Security Code \_\_\_\_\_  
 ► Authorized Signature \_\_\_\_\_ Name of cardholder *(as it appears on credit card)* \_\_\_\_\_

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## Section IV (continued)

### Recurring Payments

**Note:** Payroll allotment is required for active duty service members and will be automatically established.

- Payroll Allotment (for other than active duty, when coverage and pay duty status permits)  
 EFT

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Name(s) on the Account \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Branch Address \_\_\_\_\_

► Signature(s) from all account holders \_\_\_\_\_

- Visa®  MasterCard®  American Express®  Discover®

Credit Card Number \_\_\_\_\_ Expiration Date (mm/yy) \_\_\_\_\_ Security Code \_\_\_\_\_

► Authorized Signature \_\_\_\_\_

Name of cardholder (as it appears on credit card) \_\_\_\_\_

## Section V

1. Do you or your family member(s) have other dental insurance?  Yes  No

**If yes, please complete the following information:**

Policyholder \_\_\_\_\_ Effective Date of Policy (mm/dd/yy) \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Please list family members covered under this policy \_\_\_\_\_

Group Plan Name \_\_\_\_\_

Group Employer Name \_\_\_\_\_ Group Employer Phone \_\_\_\_\_

Insurance Company Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Insurance Company Address \_\_\_\_\_

Company Phone Number \_\_\_\_\_

2. Is your spouse a uniformed service member?  Yes  No If yes, spouse's SSN or DBN \_\_\_\_\_

## Section VI

**This is my application for coverage, or change to coverage, under the TRICARE Dental Program. I authorize monthly deductions of required premiums from my earnings if my coverage and pay status permit payroll deduction. I understand and agree that IRR sponsors and SELRES and IRR family members will be billed directly for the cost of coverage. I understand that enrollment is subject to verification of eligibility and receipt of one month's premium payment. I understand that coverage does not begin upon deposit of my initial premium payment. For applications received by the 20th of each month, coverage will become effective the first day of the next month. For applications received after the 20th of each month, coverage will not become effective until the first day of the second month. I must remain enrolled for a minimum of 12 months. Termination is not automatic upon fulfillment of this period and must be initiated by the sponsor. I understand that I am responsible for full payment of any dental services provided prior to the effective date or after the termination date of the policy.**

► Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ENROLLMENT/CHANGE AUTHORIZATION INSTRUCTIONS



Metropolitan Life Insurance Company, New York, NY

Please review these instructions before submitting the Enrollment/Change Authorization.

For help completing the Enrollment/Change Authorization, call:

**CONUS:** 1-855-MET-TDP1 (1-855-638-8371)

**OCONUS:** 1-855-MET-TDP2 (1-855-638-8372)

**TDD/TYY:** 1-855-MET-TDP3 (1-855-638-8373)

Send Enrollment/Change Authorization with payments to: **MetLife, P.O. Box 14185, Lexington, KY 40512**

## Section I

All information in this section refers to the sponsor.

AGR = Active Guard/Reserve; SELRES = Selected Reserve; IRR = Individual Ready Reserve

**Notice of Intent** – The TRICARE Dental Program (TDP) has a mandatory 12-month enrollment period. If your Expiration of Term of Service (ETS) date is less than 12 months away, you are not eligible for the TDP unless you intend to continue your service commitment for at least 12 months. This service commitment is calculated based on the time remaining in your current status (*active duty, SELRES or IRR*), plus any uninterrupted combination thereof. **By applying for this program, you are agreeing to a minimum 12-month enrollment and to any premium rate changes that occur during this period.** If you intend to remain in the service for at least 12 months, please check yes. **Failure to pay the premiums during the 12-month enrollment commitment will result in termination of dental coverage and a 12-month lockout from the TDP.**

## Section II

Information in this section refers to the family member(s).

## Section III

Please indicate (*with a value listed below*) the reason for termination.

- G** Transfer to duty station where space-available dental care is readily available in the military dental treatment facility
- J** Moved to an OCONUS location
- N** Voluntary disenrollment by sponsor
- O** Voluntary disenrollment by family member (*sponsor signature required*)
- P** Dissatisfied with program after 12-month mandatory enrollment period was completed
- 99** Other reason not listed. Please explain in the space provided.

## Section IV

**Initial payment** of one month's premium **must** be sent with the completed Enrollment Authorization. If enrolling a National Guard or Reserve member and family members, only one check or money order for the total premium amount should be sent. Please include the sponsor's Social Security number (SSN) or Department of Defense Benefits Number (DBN) on the memo portion of the check or money order. **Recurring payment** – By setting up a recurring payment, you have the flexibility to pay your premium by payroll allotment (*required method if coverage and pay status permits*), electronic funds transfer (EFT) from your savings or checking account, or by credit or debit card. **If paying by EFT from your savings or checking account, please attach a voided check to the Enrollment/Change Authorization.** Signatures are required from all account holders. *This authorization is to remain in full force and effect until you notify your bank or notify the payee of its termination by canceling any pending payments and recurring payment instructions at least three banking days before your account is scheduled to be debited.* **Checks and money orders should be made payable to MetLife.**

**Note:** *In the event that a payment is returned for insufficient funds for either initial or recurring payments, you authorize MetLife to electronically debit your bank account for the original amount of the transaction, as well as a returned fee, up to the maximum amount allowed by law.* Additional information can be found at [www.tricare.mil](http://www.tricare.mil).

## Section V

All information in this section pertains to other dental insurance.

For question 2, if this is a joint service marriage, please check yes and list spouse's SSN or DBN.

## Section VI

The Enrollment/Change Authorization must be signed by the sponsor. An individual with power of attorney (POA) may sign for the sponsor; however, the entire copy of the valid POA must be submitted with the Enrollment/Change Authorization.