

MPERS ADMINISTRATIVE SECTION

MPERS Use Only – R.S. 11:157 / LAC Section 1701 Checklist

- ☐ Membership enrollment form received
- ☐ Member birth certificate received
- ☐ Member Social Security card received
- ☐ Beneficiary birth certificate(s) received
- ☐ Beneficiary Social Security card(s) received
- ☐ Physical examination form received
- ☐ Laboratory work received
- ☐ R.S. 11:157 affidavit received
- ☐ Chief/mayor affidavit received
- ☐ Spousal acknowledgment received, if applicable
- ☐ All required documents received within 30 days of eligibility

Reviewed by: _____

Date: _____