

Checklist

(To assist in registering your dependants and to minimise processing delays)

- Have you read the Conditions of Use?**
- Have you checked your Dependant Details are correct in PMKeyS?**
 - Name
 - Address
 - Date of Birth
 - Gender
- If any of the above is incorrect or incomplete:**
 - Submit an AD160 Dependant Details to your Admin Officer or Customer Service Centre
 - Confirm your PMKeyS Dependant Details have updated correctly
- Have you checked Dependant details are correct with Medicare Australia?**
 - Name
 - Address
 - Date of Birth
 - Gender
 - Medicare Card is current and active.

Medicare Australia, PH: 13 20 11
- Have you completed an AD858-1 Registration Form for each dependant, ensuring information is consistent with Medicare Australia and PMKeyS.**
 - ADF Member Personal Particulars
 - Primary Contact details
 - Dependant Personal Particulars
 - Medicare card details
 - Trial Options – Medical and/or Dental.
 - ADF member acknowledgements AND signature
 - Dependant OR parent or guardian acknowledgements AND signature*

* If a dependant is UNDER 14 years of age, a parent or guardian must sign on their behalf.
If a dependant is OVER 14 years of age, and has the capacity, he/she must sign the acknowledgement.
- Send registration forms to ADF Family Health Directorate.**

FAX: 02 6266 4292

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