

Checklist for Completing the Maryland State Retirement and Pension System Application for Membership Form and Designation of Beneficiary Form

Application for Membership – Form 1

- Use Pen
- Complete Section One - All fields must be complete
- Questions 1-5 Answered - All questions must be answered
- Form is signed and dated (Please use weekday date)

Designation of Beneficiary – Form 4

- Use Pen
- No corrections/cross outs on form
- All address fields complete – “Same as above” is not accepted
- Beneficiary date of birth must be completed
- Beneficiary address must be completed – “Same as above” is not accepted
- Form is signed and dated (Please use weekday date)
- Notarization - (**Benefits Office will notarize**)

Proof of Birth – Copy of one of the following:

- US Driver’s License (cannot be expired)
- US Passport (cannot be expired)
- Birth Certificate
- Maryland Identification Card

(Note: Foreign driver’s license or passports will not be accepted by MSRPS).