

Dependent Verification Document Requirements

You must show the appropriate documents from the list below to Benefits Administration within 30 days of hire or qualifying change of status event.

Dependent Status	Required Documentation
Spouse	<ul style="list-style-type: none"> • Marriage certificate issued by county registrar with appropriate signatures or • Immigration papers that identify employee-spouse relationship or • Top half of current Federal tax form 1040 identifying employee-spouse relationship
Domestic Partner	<ul style="list-style-type: none"> • Domestic partner affidavit (and any other documents required by Human Resources)
Dependent child by birth	<ul style="list-style-type: none"> • Birth certificate that includes parent names or • Immigration papers that identify employee-child relationship or • Legal paperwork requiring dependent coverage or • Top half of current Federal tax form 1040 identifying employee-child relationship
Dependent child by adoption	<ul style="list-style-type: none"> • Certified court approved adoption papers or • Placement letter from court/adoption agency or • Birth certificate that includes adoptive parent names

<p>Dependent child by custody or guardianship</p>	<ul style="list-style-type: none"> • Certified court ordered custody/guardianship papers
<p>Dependent stepchild</p>	<ul style="list-style-type: none"> • Birth certificate that includes parent names or • Immigration papers that identify parent-child relationship AND • Marriage certificate issued by county registrar with appropriate signatures or • Legal paperwork requiring dependent coverage or • Immigration papers that identify employee-spouse relationship or • Top half of current Federal tax form 1040 identifying employee-spouse relationship
<p>Disabled dependent child age 26 and over</p>	<p>In addition to the verification of dependent status described above, you must also provide:</p> <ul style="list-style-type: none"> • Social Security disability award