

## Required Documents to Verify Eligibility of Dependents

**Important Note:** Please remove/mark out Social Security numbers and/or financial data on all documents.

### Legal Spouse (2 Documents Required)

- Legible photocopy of a certified marriage certificate that has been properly recorded with the County and/or State. A church ceremony document will not be accepted.
- Joint Document - An item addressed to both parties and dated within the last 90 days, such as a utility bill, mortgage statement, 2018 or 2019 Federal 1040 income tax form, or your most current auto insurance statement.

### Natural Child, Stepchild or Adopted Child

- A certified birth certificate or court document that establishes the relationship between employee and dependent. Additional documentation, such as a marriage certificate + (1) joint document to verify the natural parent, may be required.

### Child under Legal Guardianship

- Court document that establishes permanent legal guardianship, assigned to the employee or spouse. The document must be signed and/or stamped by a member of the court.

## Proof of Qualifying Event Required Documents

**Marriage:** Certified Marriage Certificate (not license or church ceremony document)

**Divorce:** Divorce Decree

**Legal Separation:** Legal separation document certified by a court

**Birth/Adoption/Guardianship/Legal Custody:** certified birth certificate or court document that establishes permanent legal guardianship, assigned to the employee/spouse or court document that establishes adoption/fostering

**Death of Dependent:** certified death certificate

**Dependent under age 26 becomes disabled:** Social Security documentation of disability

**You or Dependent Gains Medicaid or Medicare:** Proof of coverage (i.e. letter from Medicaid/Medicare)

**Loss of Medicaid or Other Coverage:** Proof of loss of coverage (i.e. letter from Medicaid, letter from provider of other coverage, COBRA notice)

**You Obtained Coverage Elsewhere:** Proof of other coverage (i.e. confirmation statement showing effective date of other coverage)