

Dependent Verification Documentation Requirements

If you are enrolling a spouse or child(ren) in the Medical Plan, you will need to provide dependent verification documents. The below chart will provide a list of acceptable documents to use to verify your spouse and/or child(ren). **Please note, some situations required documents from both List A and List B.**

It can take 4-8 weeks for records, such as Marriage or Birth Certificates, to be processed. Additionally, some states and County Clerk Offices prohibit the copying of vital records. If you have a record from a state that does not allow copying of records, be sure to request a non-certified vital record for verification purposes. **If you need copies of your records, make sure you contact your County Clerk's Office as soon as possible.**

Dependent(s)	List A Documents	List B Documents <i>Must list both parties' names</i>
<p>Spouse</p> <p><i>Two documents are required. You will need one document from List A AND one document from List B.</i></p>	<ul style="list-style-type: none"> Government-Issued Marriage Certificate <p>* document B not required if married within the past 12 months</p>	<ul style="list-style-type: none"> Federal Tax Return within last 2 years listing your spouse Proof of Joint Ownership issued within the last 12 months such as: <ul style="list-style-type: none"> Mortgage Statement Bank/Credit Card Statement Deed to Home Rental/Lease Agreement Property Tax Statements
Biological Children	<ul style="list-style-type: none"> Government-Issued Birth Certificate <p>* If child is 90 days or younger, Hospital birth record is sufficient</p>	N/A
Adopted Children	<ul style="list-style-type: none"> Government-Issued Birth Certificate Adoption Certificate Placement Agreement or Petition 	
Legal Guardian	<ul style="list-style-type: none"> Court Ordered Document of Legal Custody 	
<p>Married Biological Children</p> <p><i>Two documents are required. You will need one document from List A AND one document from List B.</i></p>	<ul style="list-style-type: none"> Government-Issued Birth Certificate 	<ul style="list-style-type: none"> Government-Issued Marriage Certificate
<p>Step – Children</p> <p><i>Three documents are required. You will need one document from List A AND two documents from List B.</i></p>	<ul style="list-style-type: none"> Government-Issued Birth Certificate 	<ul style="list-style-type: none"> Government-Issued Marriage Certificate AND Federal Tax Return within last 2 years listing your spouse Proof of Joint Ownership issued within the last 12 months such as: <ul style="list-style-type: none"> Mortgage Statement Bank/Credit Card Statement Deed to Home Rental/Lease Agreement Property Tax Statements