

## TYPES OF DEPENDENTS

Which type of dependent needs to be verified as eligible for coverage? Find the right dependent type and gather the documents you will need to send. Refer to the GLOSSARY for definitions and descriptions of terms used.

<b>Spouse and Domestic Partner</b>  <u>Two documents are required</u> (one from Section A and one from Section B), unless otherwise noted.	
Section A	Section B
<ul style="list-style-type: none"> <li>Government – Issued Marriage Certificate, including date of marriage (no other document from Section B is required if you were married in the past 12 months.)</li> <li>Notarized Affidavit of Common Law Marriage (A copy can be found on the Dependent Verification Portal.)</li> <li>Notarized Affidavit of Domestic Partnership (A copy can be found on the Dependent Verification Portal.)</li> </ul>	<ul style="list-style-type: none"> <li>Federal Tax Return within last 2 years that lists your spouse or partner</li> <li><b>Current</b> proof of Joint Ownership issued within the <b>last 6 months</b></li> </ul>
<b>Child</b>  <u>One document required</u> unless otherwise noted.	
Dependent Type	Document Required
Biological Child	Government-Issued Birth Certificate that includes parents' names.
Adopted Child	Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement
Step-Child	Government-Issued Birth Certificate that includes parents' name <b>AND one or both</b> documents from Section A and Section B to verify Spouse or Partner
Legal Ward	Government-Issued Birth Certificate <b>AND</b> Court Ordered Document of Guardianship
Foster Child	Government-Issued Birth Certificate <b>AND</b> Foster Care Letter/Paperwork

## GLOSSARY

Term	Definition/Description
Birth Certificate	<ul style="list-style-type: none"><li>• Must include names of parents. Certificates that do not include parents' names will not be accepted.</li><li>• Hospital-issued birth certificates are only accepted for children who are less than 3 months of age.</li></ul>
Court Document	<ul style="list-style-type: none"><li>• Must include the participant name, or spouse's name, case number, court ordered relationship type (adopted, legal guardianship, or paternity), and judge's signature.</li></ul>
Government Issued	<ul style="list-style-type: none"><li>• An official government record printed on security paper and includes an official raised, embossed, impressed, or multicolor seal.</li></ul>
Federal Tax Return	<ul style="list-style-type: none"><li>• Send only the <u>first page</u> of your recent Federal Tax Return (Form 1040) that shows your dependent</li></ul>
Proof of Joint Ownership	<ul style="list-style-type: none"><li>• May include mortgage statements, bank statements, credit card statements, current rental/lease agreements (including start and end dates and cannot be month to month) or property tax statements with both parties' names as co-owners.</li><li>• Proof of joint ownership includes separate documents in participant's name and spouse or partner's name, both showing the same address.</li><li>• Proof of joint ownership cannot be delinquent or past due.</li></ul>