



Dependent Eligibility Verification (DEV) and Required Documents

Six-Digit Employee ID Number	Employee First and Last Name
<p>Listed in the table below are the required documents for verifying the eligibility of your dependents. Review the dependent definitions on the following page.</p> <p>Use the check boxes below to indicate the dependent type you are verifying and the corresponding required documents you are submitting. Attach this page to the required documents and fax to 303-860-4299.</p>	

	DEPENDENT TYPE	COPY OF REQUIRED DOCUMENT(S)
<input type="checkbox"/>	Spouse	Page 1 and signed signature page or Certificate of Electronic filing of most recent joint federal tax return as filed with the IRS (1040, 1040A or 1040EZ). or Marriage Certificate and One Secondary Verification Document
<input type="checkbox"/>	Common Law Spouse	CU Affidavit of Common Law Marriage and One Secondary Verification Document
<input type="checkbox"/>	Civil Union Partner	Civil Union Certificate and One Secondary Verification Document
<input type="checkbox"/>	Same Gender Domestic Partner (SGDP)	CU Affidavit of Same Gender Domestic Partnership and Certificate of Committed Partnership issued through City and County of Denver or Boulder and One Secondary Verification Document
	Secondary Verification Documents (must be dated within the last 60 days)	<ul style="list-style-type: none"> • Proof of joint ownership of residence or other real estate. • Proof you are both listed on a lease or share the rent of a home or other property. • Proof of joint ownership of a motor vehicle. • Proof of designation of dependent as a primary beneficiary of the participant's life insurance, or retirement benefits. • Utility bill listing the employee and dependent on the bill or two separate utility bills, one listing the employee and one listing the dependent at the same address.
<input type="checkbox"/>	Child under the age of 27	Birth Certificate or Adoption Certificate or Court documents signed by a judge for parental responsibility or QMCSO
<input type="checkbox"/>	Disabled child over the age of 27	Birth Certificate or Adoption Certificate and A medical certificate of disability or Notice of Determination from the Social Security Administration

Dependent Definitions

DEPENDENT TYPE	DEFINITION
Spouse	A current spouse of a legal marriage. A legally separated or ex- spouse is not an eligible dependent.
Common Law Spouse	A current spouse of a common law marriage established by the mutual consent or agreement of the parties to be husband and wife, followed by their mutual and open assumption of a marital relationship. A legally separated or ex- spouse is not an eligible dependent.
Civil Union Partner	A current partner of a civil union established by two eligible persons, regardless of gender, pursuant to article C.R.S. § 14-15-103(1). A legally separated or ex- partner in a Civil Union is not an eligible dependent.
Same Gender Domestic Partner (SGDP)	A current same gender domestic partner in a committed domestic partnership formally recognized by the City and County of Denver or Boulder. The same gender domestic partner must share a residence with the participant and have done so for more than one year. A same gender domestic ex-partner is not an eligible dependent.
Child under the age of 27	<p>Definition of a child:</p> <ul style="list-style-type: none"> • Biological child • Child for whom there are parental responsibility documents issued by a court. • Legally adopted child. • Child of a current same-gender domestic partner or current civil union partner. • Child legally placed for adoption or foster care. • Child for whom there is a Qualified Medical Child Support Order (QMCSO) • Stepchild as long as the employee and parent are married. <p>Under the Affordable Care Act, marital status, student status, financial support and residency are no longer factors used to determine dependency of a child.</p>
Disabled child over the age of 27	<p>A physically or mentally disabled child who is 27 years of age or older and is:</p> <ul style="list-style-type: none"> • Unmarried • Not covered by other government programs; • Covered under the plan prior to turning age 27; and • Wholly dependent upon the participant for support and maintenance.

Exclusions:

Individuals who are NOT eligible for university benefits include, but are not limited to, the employee's or spouse/Civil Union Partner/SGDP's: parents, grandparents, great-grandparents, siblings, nieces and nephews, aunts and uncles, cousins, grandchildren, great-grandchildren ,ex-spouses, civil union ex-partners, same gender domestic ex-partners, renters, boarders, tenants, employees, and any other individual not listed in the eligible dependents definitions.

Resources to Obtain Documents:

CU Website to obtain affidavits: <https://www.cu.edu/benefits>

Birth Certificates & Marriage Licenses: <http://www.cdphe.state.co.us/certs/>

Birth Certificates & Marriage Licenses nationwide: <http://www.vitalchek.com>

Children born outside of the United States: <http://www.state.gov>

Wisconsin law (Statute 69.24) strictly prohibits the copying of any vital records; therefore, if your vital record documentation is from the state of Wisconsin you must obtain and submit a true certified copy. DO NOT send originals or uncertified copies, as they will not be accepted.