



## Dependent Documentation Requirements

If you wish to cover your dependents under the medical, dental, and/or vision plans, you will be required to submit documentation as proof of eligibility.

### Children:

#### OPTION A:

- Birth Certificate
- SSN Card or Federal Tax Return (Most Current)

#### OPTION B:

- Custody Papers (Court Papers or Legal Entity)
- Federal Tax Return (Most Current)

#### OPTION C:

- Parental Affidavit (Children born outside the country)
- Stamped Passport, Green Card, TSA or Refugee Docs

### Spouse:

#### OPTION A:

- Marriage Certificate/Common Law\*
- Joint Federal Tax Returns (Most Current)
- Affidavit of Working Spouse

#### OPTION B:

- Marriage Certificate/Common Law\*
- Household bill, document showing cohabitation dated within past 60 days
- SSN Card
- Affidavit of Working Spouse

#### OPTION C:

- Affidavit of Marriage (if married outside of the country)
- Passport, Green Card, TSA or Refugee Docs
- Affidavit of Working Spouse

*\*If common law, also one form of cohabitation within last 60 days and a document stating your current relationship status. Examples include:*

- Records of joint bank or credit accounts
- Deeds or purchase agreements showing joint ownership of property
- A will referring to the partners as husband and wife
- Any other documents indicating that the couple used the same last name or referred to one another as husband and wife

For all dependents please ensure one document states Social Security number and ITIN within the supporting documentation. Additional documentation may be required to complete your enrollment.