Dependent Documentation Requirements

The following documentation must be presented to the HR Service Center when adding a dependent.

1. Spouse
   - A copy of your marriage certificate or a signed affidavit of common law marriage AND
   - Documentation dated within the last 6 months confirming a current relationship status or establishing current joint residency (e.g., tax documents, joint household bill, joint bank/credit account, joint mortgage or lease, separate bills showing the same address) **You may blacken out any financial information.**

2. Dependent Children
   1. Biological or Legal Child
      - A copy of the child’s birth certificate, naming you or your spouse as the child’s parent, OR appropriate court order granting permanent legal custody/adoption decree naming you or your spouse as the child’s legal guardian.
   2. Stepchild
      - A copy of the child’s birth certificate, naming your spouse as the child’s parent AND a copy of your marriage certificate as proof of the spouse’s relationship to the employee OR
      - A copy of the child’s birth certificate, naming your spouse as the child’s parent AND a signed affidavit of common law marriage document as proof of the dependent’s relationship to the employee.
   3. Incapacitated Child
      - A copy of the child’s birth certificate, naming you or your spouse as the child’s parent, OR an appropriate court order granting permanent legal custody/adoption decree naming you or your spouse as the child’s legal guardian. Note: If this incapacitated dependent is a stepchild, the documentation listed above for stepchildren will also be required.