

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.*