

**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.

## Important

- Black out all financial information and Social Security numbers.
- PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW. Some states have laws that do not allow a person to copy vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied.

Confirm whether it is allowed to copy vital records with the vital records office that issued the record in question. If copying is not allowed, we recommend that you get a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and send it by way of U.S. mail. The document(s) sent will not be returned.

Dependent Type	Required Documentation
Legal Spouse	<ul style="list-style-type: none"> <li>• Government Issued marriage certificate including date of marriage <b>AND</b> Federal Tax Return issued within last 2 years listing Spouse</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Government Issued marriage certificate including date of marriage <b>AND</b> Proof of Financial Partnership issued within last 6 months</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Government Issued marriage certificate only including date of marriage (if married within the last 12 months)</li> </ul>
Domestic Partner	<ul style="list-style-type: none"> <li>• Notarized Affidavit of Domestic Partnership <b>AND</b> Proof of Financial Partnership issued within last 6 months</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Certificate of Domestic Partner registration <b>AND</b> Proof of Financial Partnership issued within last 6 months</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Certificate of Domestic Partner registration <b>AND</b> Federal Tax Return issued within last 2 years listing partner</li> </ul>
Common Law Spouse	<ul style="list-style-type: none"> <li>• Notarized Affidavit of common law marriage <b>AND</b> Proof of Financial Partnership issued within last 6 months</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Notarized Affidavit of common law marriage <b>AND</b> Federal Tax Return issued within last 2 years listing Spouse</li> </ul>
Civil Union partner	<ul style="list-style-type: none"> <li>• Government Issued of civil union partnership <b>AND</b> Federal Tax Return issued within last 2 years listing Partner</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Government Issued of civil union partnership <b>AND</b> Proof of Financial Partnership issued within last 6 months</li> </ul>
Biological Child	<ul style="list-style-type: none"> <li>• Government Issued Birth certificate including parent's names</li> </ul>

# Dependent Verification Requirement



Adopted Child	<ul style="list-style-type: none"> <li>Adoption placement agreement (including child's date of birth)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Petition for adoption (including child's date of birth)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Adoption certificate (including child's date of birth)</li> </ul>
Stepchild/Domestic partner Child/Civil Union Partner	<ul style="list-style-type: none"> <li>Government Issued Birth Certificate (including spouse or partner's name as a parent) <b>AND Both</b> documents to verify Spouse or Partner</li> </ul>
Legal Ward	<ul style="list-style-type: none"> <li>Government Issued Birth Certificate (including parent's names) <b>AND</b> Court ordered document of legal guardianship</li> </ul>
Grandchild	<ul style="list-style-type: none"> <li>Dependent Government Issued Birth Certificate (including parent's names), Parent Government Issued Birth Certificate (including parent's names), <b>AND</b> Federal Tax Return issued within last 2 years claiming Grandchild</li> </ul>
Foster Child	<ul style="list-style-type: none"> <li>Government Issued Birth certificate <b>AND</b> Foster care letter of placement</li> </ul>
Disabled Child	<ul style="list-style-type: none"> <li>Documentation listed above to prove child relationship status <b>AND</b> Federal Tax Return issued within last 2 years claiming child</li> </ul> <p><b>Note:</b> Disabled adopted child cannot verify with a placement agreement or petition.</p>

## Glossary

Term	Definition/Description
Birth Certificate	<ul style="list-style-type: none"> <li>Must include names of parents. Certificates that do not include parent's 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>
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>
Proof of Financial Partnership	<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 Financial Partnership includes separate documents in participant's name and spouse or partner's name, both showing the same address.</li> <li>Proof of Financial Partnership cannot be delinquent or past due.</li> </ul>
Federal Tax Return	<ul style="list-style-type: none"> <li>Send only the <b>first page</b> of your recent Federal Tax Return (Form 1040) that shows your dependent.</li> </ul>

## For More Information

<p><b>Dependent Verification Center</b> Click on the My Benefits &amp; Retirement application, and select Dependent Verification Process under Quick Actions</p>	<ul style="list-style-type: none"> <li>Review letters</li> <li>Upload documents</li> <li>Access FAQs</li> </ul>	<ul style="list-style-type: none"> <li>Check dependent verification status</li> <li>Choose delivery preference (email or postal)</li> <li>Review Security and Privacy Policy</li> </ul>
<p><b>Dependent Verification Center Customer Care</b></p>	<p><b>1-888-927-7700</b></p>	
<p><b>Secure Mailbox</b> Click on the My Benefits &amp; Retirement application, and select Dependent Verification Process under Quick Actions</p>	<p>Send an email with your questions/concerns by selecting <b>Contact Us</b> from the home page of the Verification Center</p>	