



# Required Documentation for Dependent Eligibility

To ensure accurate and timely processing of benefits, documentation is required to verify dependent eligibility. Review the requirements below and submit the appropriate documents within the specified timeframe.

## Spouse or Partner

### Spouse or Common Law Spouse (Two documents required)

1. Marriage certificate or Affidavit of Common Law Marriage
2. **AND** one of the following:
  - a. First page of 2024 federal tax return (Form 1040) – showing you filed as married **AND** filing jointly or filing separately.
  - b. Current utility bill, credit card statement, or account statement (dated within last 60 days), listing your spouse's name, **your** mailing address, and the date.
    - i. *Note: Health care bills will not be accepted as proof of eligibility since we are verifying for healthcare coverage.*
  - c. Copy of spouse's state-issued ID (issued within last 60 days), includes your spouse's name, **your** address, & issue date.

### Domestic Partner (Two or three documents required)

1. **Option 1:** Two of the following items, a, b, or c:
  - a. Joint ownership of residence (house, condo, mobile home statement or payoff) or lease showing you and your partner as tenants.
  - b. Life insurance, will, or retirement contract listing partner as primary beneficiary
  - c. Relationship contract with support/property division terms
2. **Option 2:** If you choose this option, **three** documents total are required for complete submission
  - d. Two of the following **plus** one from a, b, or c above:
    - i. Joint ownership of a motor vehicle – a copy of purchase agreement, car loan, or car registration
    - ii. Joint checking account – a copy of a recent statement dated within the past 60 days
    - iii. Joint credit card account – a copy of a recent statement dated within the past 60 days
    - iv. A copy of a Durable Power of Attorney for health care or financial management with your partner

## Dependent Children

If you are covering a stepchild or partner's child, you must also provide documentation of your **current relationship to the child's parent** as requested above.

### Children Up to Age 26 (One document required)

1. Birth Certificate, hospital record\*, or adoption certificate naming you, your spouse/domestic partner as the child's parent.
2. **OR** Court order naming you, or your spouse/domestic partner as legal guardian (up to age 18)
3. **OR** Qualified Medical Support Order requiring you to cover child.

### Children Aged 26 or Older (Two documents required)

1. Birth certificate, hospital birth record\*, or adoption certificate naming you, spouse/domestic partner as the child's parent **AND**
2. a copy of your child's current school schedule (semester/quarter) showing full-time enrollment in a college/University.

### Disabled Children Aged 26 or Older (Three documents required)

1. Birth certificate, hospital birth record\*, or adoption certificate naming you, spouse/domestic partner as the child's parent,
2. **AND** your most recent federal tax return listing child as a tax dependent.
3. **AND** your child's most recent Medicare or Social Security statement showing disability benefits.

\*Other hospital documentation may be acceptable, such as the discharge paperwork from MyChart, if it **includes parent's and child's full names**.