

Required Proof Documents for Dependent Coverages

Legal Opposite-Sex Marriage*

One of the following:

- » Marriage certificate
- » Federal income tax return

Biological Child

One of the following:

- Birth certificate of biological child
- Documentation on hospital letterhead indicating the birth date of child(ren) under 6 months old
- Federal income tax return

Adopted Child

One of the following:

- Official court/agency papers (initial stage)
- Official Court Adoption Agreement (mid-stage)
- Birth certificate (final stage)
- Federal income tax return

Foster Child

- » Official court or agency placement papers

Stepchild

All of the following:

- » Child's Birth Certificate showing the child's parent is the employee's spouse
- » Marriage Certificate showing legal marriage between the employee and the child's parent
- » Court document showing that your spouse has custody of the child or is required to cover child

Other Child

- » Court papers demonstrating legal guardianship, including the person named as legal guardian

Court-Ordered Medical Coverage

One of the following:

- Qualified Medical Child Support Order (QMCSO)
- National Medical Support Notice (NMSN)

*If your spouse has group coverage available through his/her employer, a surcharge will apply for your covered dependents.