



# Health Benefits - Dependent Enrollment

Enrolling dependent(s) on the health plan? Dependent verification is required, and must be submitted at the time of enrollment and no later than 31 days after becoming eligible for the coverage.

Please provide, with your completed Health Benefits Enrollment, photocopies of the documents required as outlined below. Be sure to remove/black out social security numbers on all documents.

## Required Documents Needed to Verify Eligibility of Dependents

<b>Legal Spouse</b>	Certified marriage certificate or an acceptably executed marriage license that identifies the couple, date of marriage, legal jurisdiction and has a signature or seal showing it has been properly recorded with the County and/or State. A church ceremony document will not be acceptable if it does not meet these requirements.
<b>Same Sex Domestic Partner</b>	Certified registered domestic partnership or an acceptably executed declaration of registered domestic partnership that identifies the couple, date of domestic partnership registration, legal jurisdiction and has a signature or seal showing it has been properly recorded with the County and/or State.
<b>Natural Child Stepchild Adopted Child</b>	Acceptable birth certificate or a hospital birth record that shows your name or the name of your enrolled spouse or partner as the parent of the child and is signed by a hospital administrator or physician on staff. If you do not have the birth certificate, you may submit a photocopy of the page(s) of any court document that shows the parents' and child's names, identifies the court, county or state, date of the action, and the filing record with a signature and/or a stamp by a member of the court. You may also submit a photocopy of a paternity test.  If your spouse or partner is not enrolled and his/her name is on the birth certificate and your name is not listed, please also submit a photocopy of your marriage certificate, or confirm your partnership.
<b>Legal Guardianship</b>	Court assignment of guardianship that is signed and/or stamped by a member of the court.

If you do not have a required certificate or document copy, please order it immediately.

The vital statistics website (<http://www.cdc.gov/nchs/w2w.htm>) can help you determine the process for obtaining document copies.

You may be required to contact the County Clerk's office directly and there may be non-reimbursable costs associated with obtaining copies.