

Dependent Verification Checklist

Below is a list of eligibility rules and documents required to verify your dependent(s). In most cases at least TWO forms of documentation are required for dependents. Please read carefully.

ID	Dependent Type	Age	Eligibility Requirements
S	Legal Spouse	N/A	<ul style="list-style-type: none"> • The covered participant's husband or wife under Federal or State Law

Document Option for Verifying Eligibility:

Government Issued Marriage Certificate AND Federal Tax Return Within Last 2 Years

OR

Government Issued Marriage Certificate AND Proof of Joint Ownership (i.e. Lease Agreement, Mortgage, Utility Bill, etc.) Issued Within Last 6 Months

OR

Government Issued Marriage Certificate Only (if married in the last 12 months)

CLS	Common Law Spouse	N/A	<p>Only allowable in the following states, according to the criteria listed below:</p> <ul style="list-style-type: none"> • New Hampshire (for inheritance purposes only) • Ohio (if created before 10/10/91) • Oklahoma (if created before 11/1/98) • Pennsylvania (if created before 1/1/05) • Rhode Island • South Carolina • Texas • Utah • Washington, D.C.
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Document Options for Verifying Eligibility:

Affidavit of Common Law Marriage AND Proof of Joint Ownership Issued Within Last 6 Months

OR

Affidavit Of Common Law Marriage AND Federal Tax Return Issued Within Last 2 Years

BC	Biological Child		<ul style="list-style-type: none"> • Must be the biological child of the participant
	Document Option for Verifying Eligibility:		
	Government Issued Birth Certificate		
DBC	Disabled Biological Child	Age 26 and over	<ul style="list-style-type: none"> • Must be the biological child of the participant • Must be unmarried • Must be medically certified as disabled • Must be financially supported by the participant and spouse

Document Options for Verifying Eligibility:

Government Issued Birth Certificate AND Federal Tax Return Within Last 2 Years (Claiming Child)

AC	Adopted Child	Age 25 and under	<ul style="list-style-type: none"> • Must be the adopted child of the participant
	Document Options for Verifying Eligibility:		
	Adoption Placement AND Petition for Adoption	OR	Adoption Certificate

ID	Dependent Type	Age	Eligibility Requirements
DAC	Disabled Adopted Child	Age 26 and over	<ul style="list-style-type: none"> • Must be the adopted child of the participant • Must be unmarried • Must be medically certified as disabled • Must be financially supported by the participant and spouse <p>Document Options for Verifying Eligibility: Adoption Certificate AND Federal Tax Return Within Last 2 Years (Claiming Child)</p>
SC	Step-Child	Age 25 and under	<ul style="list-style-type: none"> • Must be the biological child of the participant's spouse <p>Document Options for Verifying Eligibility: Government Issued Birth Certificate, Government Issued Marriage Certificate, AND Federal Tax Return Within Last 2 Years (Claiming Child) OR Government Issued Birth Certificate AND Government Issued Marriage Certificate (if married within the last 12 months) OR Government Issued Birth Certificate, Affidavit of Common Law Marriage, AND Proof of Joint Ownership Issued Within Last 6 Months OR Government Issued Birth Certificate, Affidavit of Common Law Marriage, AND Federal Tax Return Within Last 2 Years (Claiming Child) OR Government Issued Birth Certificate, Government Issued Marriage Certificate, AND Proof of Joint Ownership Issued Within Last 6 Months</p>
DS	Disabled Step-Child	Age 26 and over	<ul style="list-style-type: none"> • Must be the biological child of the participant's spouse • Must be unmarried • Must be medically certified as disabled • Must be financially supported by the participant and spouse <p>Document Options for Verifying Eligibility: Government Issued Birth Certificate, Government Issued Marriage Certificate, AND Federal Tax Return Within Last 2 Years (Claiming Child) OR Government Issued Birth Certificate, Affidavit of Common Law Marriage, AND Federal Tax Return Within Last 2 Years (Claiming Child)</p>
LW	Legal Ward	Age 25 and under	<ul style="list-style-type: none"> • Must be the legal ward of the participant <p>Document Options for Verifying Eligibility: Government Issued Birth Certificate AND Court Ordered Document of Legal Custody</p>
DW	Disabled Legal Ward	Age 26 and over	<ul style="list-style-type: none"> • Must be the legal ward of the participant • Must be unmarried • Must be medically certified as disabled • Must be financially supported by the participant and spouse <p>Document Options for Verifying Eligibility: Government Issued Birth Certificate, Court Ordered Document of Legal Custody AND Federal Tax Return Within Last 2 Years (Claiming Child)</p>