

Effective 11/1/2017

Dependent Documentation Requirements

The following documentation must be presented to Human Resources when adding a dependent.

1. Spouse

- A copy of your marriage certificate or a signed affidavit of common law marriage
- Documentation dated within the last 6 months confirming a current relationship status or establishing current joint residency (e.g., tax documents, joint household bill, joint bank/credit account, joint mortgage or lease, separate bills showing the same address) ****You may blacken out any financial information.****

2. Dependent Children

1. Biological, Adopted, or Legal Child
2. Stepchild

- A copy of the child's birth certificate, naming your spouse as the child's parent a copy of your marriage certificate as proof of the spouse's relationship to the employee **OR**

- A copy of the child's birth certificate, naming your spouse as the child's parent a signed affidavit of common law marriage as proof of the dependent's relationship to the em()m6 (t)6 (3)6.3 h2 ()6.316.641 ()1e1 707 252r 7 B. 8 as)1 1.241 6.3 h2. 9(s)45 64u64

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