



Documentation Requirements and Important Notes

Vital Records Request: It can take 4-8 weeks for vital records to be processed in some states and countries. Order your documentation early in the verification process to ensure receipt.

Photocopying Vital Records: Some states and county clerk offices prohibit the copying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

Documentation Required for Unverified Dependents

Below is a list of eligibility rules and documents required to verify your dependent(s).

To verify your dependent	Documentation Options for Verifying Eligibility
Spouse	Submit a copy of the following: <ul style="list-style-type: none"> • Marriage Certificate (if married within the last 12 months) OR • Marriage Certificate (if married more than 12 months ago) AND • Current Tax Return with Dependent Listed OR Proof of joint ownership (Bank/Credit Card Bill; Mortgage/Lease Statement; Utility Bill)
Domestic Partner	Submit a copy of the following: <ul style="list-style-type: none"> • Domestic Partner Affidavit AND • Proof of joint ownership (Bank/Credit Card Bill; Mortgage/Lease Statement; Utility Bill) • If your domestic partner (and/or) their dependents are qualified tax dependents for federal / state tax, please submit a copy of the Certification of Tax Status form to avoid being taxed on the cost of their coverage.
Child(ren)	Submit a copy of one of the following: <ul style="list-style-type: none"> • Birth Certificate/Hospital Birth Record OR • Adoption Certificate/Placement Agreement OR • Federal/State Tax Return OR • Document of Legal Guardianship/Custody

Documentation Required for Verifying Life Events

To verify your life event	Documentation Options for Verifying Eligibility
Birth	Birth Certificate or Hospital Birth Record
Marriage	Marriage Certificate
Divorce/Legal Separation	Divorce Decree or Legal Separation Agreement
Adoption/Legal Guardianship	Adoption Certificate/Placement Agreement OR Document of Legal Custody/Guardianship
Loss of Employee/Spouse/Child Benefits Eligibility Elsewhere	A letter from employer, Medicaid/CHIP, the public health care exchange, Medicare, etc., indicating type of coverage lost, dependent(s) who were covered (if applicable), and the date coverage ended

Gain of Employee/Spouse/Child Benefit Eligibility Elsewhere	A letter from employer, Medicaid/CHIP, the public health care exchange, Medicare, etc. indicating type of coverage gained, dependent(s) who is/are covered (if applicable), and the date coverage began
Addition of Domestic Partner	Domestic Partner Affidavit and Proof of Joint Ownership