

REQUIRED DOCUMENTS

All required documents MUST contain the date (including year), employee's name, and dependent's name. Personal information such as social security numbers, account numbers, and financial information may be marked out for confidential purposes.

FOR SPOUSE: Two (2) documents are required

- A copy of your marriage certificate **AND**
- **One of the following:**
 - A copy of the front page of your 2019 federal tax return confirming this dependent is your spouse
 - A document dated within the last 60 days showing current relationship status such as a recurring monthly household bill or statement of account. The document must list your spouse's name, the date and your mailing address. Note: Healthcare bills will not be accepted as proof of eligibility as healthcare coverage is being verified.

FOR DOMESTIC PARTNER: Two (2) documents are required

- A copy of your Declaration of Domestic Partnership (copy available for download on www.verifyos.com website) **AND**
- A document dated within the last 60 days showing current relationship status such as a recurring household bill or statement of account. The document must list your partner's name, the date and your mailing address. Note: Healthcare bills will not be accepted as proof of eligibility as healthcare coverage is being verified.

FOR CHILDREN* UP TO AGE 26 AND DISABLED CHILDREN: One (1) document is required

- A copy of the child's birth certificate/hospital birth record or adoption certificate naming you, your spouse or domestic partner as the child's parent. Please note the document must list the first and last names of the child and parent(s). **OR**
- A copy of the court order naming you as the child's legal guardian.

**Note for a stepchild: If you are covering a stepchild or child of your domestic partner, you must also provide documentation of your current relationship to your spouse or domestic partner as requested above.*