

# TYPICAL DOCUMENTS REQUIRED TO PROVE RELATIONSHIPS TO EMPLOYEE ALLOWING DEPENDENTS TO BE COVERED

## UNDER SPONSOR'S PLAN.

### SPOUSAL/PARTNERSHIP TYPES:

Relationship Type	Document Required	Reason for Documents
Legally Married	Latest 1040 Federal Tax Return/State Tax return <b>OR</b> Marriage Certificate <b>AND</b>	Evidence that married couple are still married. Provide proof that marriage took place.
	2 Financial Documents (Dated within the last 60 days)	Evidence that married couple is still lives at the same address.
Common Law Marriage	Affidavit of Common Law Marriage 2 Financial Documents (Dated within last 60 days)	Notarized Certification of Common law marriage. Evidence that common law married couple are living at the same address.
Civil Union Partner	Civil Union Certificate 2 Financial documents (Dated within the last 60 days)	Validate existence of Civil Union Partnership. Validate that partners are still living at the same address.

### CHILD TYPES:

Relationship Type	Document Required	Reason for Documents
Biological Child	Birth Certificate	Evidence of who the biological parents are.
Stepchild	Birth Certificate Verification of Legal Marriage	Evidence of who the biological parents are. Establish parent/employee relationship.
Child of a Common Law Marriage	Birth Certificate Verification of Common Law Marriage	Evidence of who the biological parents are. Establish parent/employee relationship.
Child of a Civil Union Partner	Birth Certificate Verification of Civil Union	Evidence of who the biological parents are. Establish parent/employee relationship.
Adopted Child/Placed for Adoption	Birth Certificate <b>OR</b> Court issued Adoption Agreement <b>OR</b> State Agency Adoption Placement agreement	Proof of finalization of Adoption, or proof that adoption is in progress. (Employee or spouse name must be listed). IF in Spouses name – Marital Relationship documents also required).
Other child type: (Grandchild, Niece, Nephew, Brother, Sister, or any other child)	Court Order for Guardianship or Court Order for Custody	Establish relationship between child and employee/spouse.
Child over 26	Birth Certificate Disability proof – Optional Requirement	Establish Child to Parent Relationship.

