

Dependent Documentation Requirements

If you enroll a spouse or child in medical, dental and/or vision coverage, you must provide documentation to verify the dependent's relationship to you. The chart below lists documentation required to enroll a spouse or child.

Dependent Type	Dependent Description	Dependent Documentation Required
<ul style="list-style-type: none"> • Legal Spouse • Domestic Partner • Common Law Spouse 	<p>Legal Spouse</p> <p>An ex-spouse is not an eligible dependent.</p>	<p>The documents listed below must be submitted to enroll a Spouse:</p> <ul style="list-style-type: none"> • Government-Issued Marriage Certificate <u>and</u> Federal Tax Return within the last two (2) years OR • Government-Issued Marriage Certificate <u>and</u> Proof of Joint Ownership Issued within the last six (6) months and shows names of team member and spouse: <ul style="list-style-type: none"> • mortgage statement • bank statement • credit card statement • utility bill • residential leasing agreement • automobile title or registration • property tax statement (last twelve (12) months is permissible) • Government-Issued Marriage Certificate (only if married within the last 12 months). Proof of joint ownership is not required.
	<p>Domestic Partner</p>	<p>Domestic Partners must satisfy the following conditions:</p> <ul style="list-style-type: none"> • Must be in a committed relationship, and • Must be living together for at least one year with the intent to be life partners, and • Must be generally economically interdependent with each other <p>The documents listed below must be submitted to enroll a Domestic Partner:</p> <ul style="list-style-type: none"> • Declaration of Domestic Partnership • Proof of Joint Ownership issued within the last six (6) months and shows names of team member and partner:

		<ul style="list-style-type: none"> • mortgage statement • bank statement • credit card statement • utility bill • residential leasing agreement • automobile title or registration • property tax statement (last twelve (12) months is permissible)
	<p>Common Law Spouse</p>	<p>Common Law Spouses must satisfy the following conditions:</p> <ul style="list-style-type: none"> • Must be in a committed relationship, and • Must be living together for at least one year with the intent to be life partners, and • Must be generally economically interdependent with each other <p>The documents listed below must be submitted to enroll a Common Law Spouse:</p> <ul style="list-style-type: none"> • Affidavit of Common Law Marriage <u>and</u> Federal Tax Return within the last two (2) years OR • Affidavit of Common Law Marriage <u>and</u> Proof of Joint Ownership issued within the last six (6) months and shows names of team member and common law spouse: <ul style="list-style-type: none"> • mortgage statement • bank statement • credit card statement • utility bill • residential leasing agreement • automobile title or registration • property tax statement (last twelve (12) months is permissible) <p>Affidavit of Common Law Marriage (only if signed within the last 12 months). Proof of joint ownership is not required.</p>

Dependent Type	Dependent Description	Dependent Documentation Required
Child Under Age 26	Biological Child	Child's Government-Issued Birth Certificate
	Adopted Child	Child's Adoption Certificate
	Step-Child or Child of Domestic Partner	<ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate • Parent's Government-Issued Marriage Certificate • Parent's Federal Tax Return within the last two (2) years <p>OR</p> <ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate • Parent's Declaration of Domestic Partnership • Proof of Joint Ownership issued within the last six (6) months and shows names of team member and partner: <ul style="list-style-type: none"> • mortgage statement • bank statement • credit card statement • utility bill • residential leasing agreement • automobile title or registration • property tax statement (last twelve (12) months is permissible)
	Legal Guardianship of Child	<ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate • Court-Ordered Documentation of Legal Guardianship • Guardian's Federal Tax Return within the last two (2) years)
Child enrolled pursuant to Qualified Medical Child Support Order	<ul style="list-style-type: none"> • Qualified Medical Child Support Order 	

Dependent Type	Dependent Description	Dependent Documentation Required
<p>Disabled Child Over Age 26</p> <p>A disabled Child must satisfy the following conditions:</p> <ul style="list-style-type: none"> • Must be medically-certified as disabled • Must have become disabled before age 26 • Must be financially dependent upon you for support • Must reside with you for more than half of the calendar year 	<p>Disabled Biological Child</p>	<ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate • Parent's Federal Tax Return within the last two (2) years <p>In addition: You must submit the <i>Request for Continuation of Medical Coverage for Handicapped Child</i> (CG 463) form and <i>Handicapped Child/Attending Physician's Statement</i> (CG 464) form to Aetna simultaneously.</p>
	<p>Disabled Adopted Child</p>	<ul style="list-style-type: none"> • Child's Adoption Certificate • Parent's Federal Tax Return within the last two (2) years <p>In addition: You must submit the <i>Request for Continuation of Medical Coverage for Handicapped Child</i> (CG 463) form and <i>Handicapped Child/Attending Physician's Statement</i> (CG 464) form to Aetna simultaneously.</p>
	<p>Disabled Step-Child or Child of Domestic Partner</p>	<ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate, • Parent's Government-Issued Marriage Certificate • Parent's Federal Tax Return within the last two (2) Years <p>OR</p> <ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate • Parent's Affidavit of Domestic Partnership • Proof of Joint Ownership issued within the last six (6) months and shows names of team member and partner: <ul style="list-style-type: none"> • mortgage statement • bank statement • credit card statement • utility bill • residential leasing agreement • automobile title or registration • property tax statement (last twelve (12) months is permissible) <p>In addition: You must submit the <i>Request for Continuation of Medical Coverage for Handicapped Child</i> (CG 463) form and <i>Handicapped</i></p>

		<i>Child/Attending Physician's Statement (CG 464)</i> form to Aetna simultaneously.
	Legal Guardianship of Disabled Child	<ul style="list-style-type: none"> • Child's Government-Issued Birth Certificate • Court-Ordered Documentation of Legal Guardianship • Guardian's Federal Tax Return within the last two (2) years <p>In addition: You must submit the <i>Request for Continuation of Medical Coverage for Handicapped Child (CG 463)</i> form and <i>Handicapped Child/Attending Physician's Statement (CG 464)</i> form to Aetna simultaneously.</p>
	Disabled Child enrolled pursuant to Qualified Medical Child Support Order	<ul style="list-style-type: none"> • Qualified Medical Child Support Order <p>In addition: You must submit the <i>Request for Continuation of Medical Coverage for Handicapped Child (CG 463)</i> form and <i>Handicapped Child/Attending Physician's Statement (CG 464)</i> form to Aetna simultaneously.</p>