



# Dependent Eligibility Verification

Use the chart below to determine what documentation you need to submit to Emyrean to verify your spouse and/or child as your dependent.

**IMPORTANT: Before submitting copies of your documentation, be sure to black out any Social Security Numbers, account numbers, and financial information.**

| Spouse<br>(Two Documents Required)   |  |
|--|--|
| <b>Document 1:</b>   | For legally married spouse: <ul style="list-style-type: none"> <li>Marriage license, or</li> <li>Church/Justice of the Peace marriage certificate</li> </ul>   |
|  | For common-law spouse: <ul style="list-style-type: none"> <li>Proof of fulfillment of state law requirement to qualify as common-law marriage</li> </ul>   |
| <b>Document 2:</b>   | <ul style="list-style-type: none"> <li>Front page of most recent joint federal tax return if filing jointly, or</li> <li>Front page of both spouses' federal tax returns if married, but filing separately, or</li> <li>Tax confirmation notice(s) if filed online (must list spouse)</li> </ul> |
| <p><b>Note:</b> If you recently married and haven't filed your joint federal tax return yet, you'll only need to submit your marriage license/certificate.</p> |  |
| Child<br>(See Requirements Below)  |  |
| <b>Your biological child</b>   | Birth certificate  |
| <b>Your adopted child or child placed with you for adoption</b>  | Court papers showing in-progress or finalized adoption   |
| <b>Your stepchild</b>  | Child's birth certificate showing your spouse as biological parent<br><br>—and—<br><br>Your marriage license or church/Justice of the Peace marriage certificate   |
| <b>Foster child or legal ward</b>  | Documentation showing court-approved placement of child with you for foster care, or legal guardianship  |

Documentation can be uploaded within your enrollment event or from the homepage alert after you've completed your enrollment.

You can also submit copies of your documentation by fax or mail to:

**Fax:** 866-227-6605

**Mail:** Emyrean Service Center for K-C  
 P.O. Box 2387  
 Bellaire, TX 77402