

Life Event / Relationship	Acceptable Documents
New Hire and Gains Benefits Event	Dependent verification documentation is required to add dependents to coverage. Please refer to the following information for specific documentation requirements.
Spouse / Marriage	Copy of government issued marriage license showing it was filed and recorded (state/county issued)
Domestic Partner	Affidavit of Domestic Partnership AND One form of Joint Ownership (documents showing each adult's name at the same address) Examples: Mortgage Statement or Lease Agreement, Utility Bill, Bank Statement, Financial Loan Statement
Child / Birth	Child - Birth certificate or official hospital record, that displays the child's date of birth and names the employee as a parent Stepchild - Birth certificate listing spouse as parent (spouse eligibility must also be proven) Domestic Partner Child – Proof of Domestic Partner (parent) eligibility AND Proof of birth showing Domestic Partner as parent Please also provide the child's SSN within three months of birth.
Divorce	Copy of divorce decree, dated and signed by a judge
Removal of Domestic Partner	Domestic Partner Termination Affidavit must be submitted to remove DP for this life event (you can remove DP for other events with the documents indicated, such as DP gaining coverage elsewhere).
Adoption / Legal Guardianship	Copy of legal documents showing proof and date of adoption or signed and dated legal custody paperwork
Employee or Dependent Gains Coverage Outside of Iron Mountain	Official letter from the other source stating the date benefit coverage was added
Employee or Dependent Lost Coverage Outside of Iron Mountain	Official letter from the other source stating loss of benefits coverage and the last date of coverage
Spouse / Child Death	Copy of death certificate