



# Documentation Requirements and Important Notes

**Vital Records Request:** It can take 4-8 weeks for vital records to be processed in some states and countries. Order your documentation early in the verification process to ensure receipt.

**Photocopying Vital Records:** Some states and county clerk offices prohibit the copying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

## Documentation Required for Verifying Dependents

To verify your dependent	Documentation Options for Verifying Eligibility
Spouse	Submit a copy of one of the following: <ul style="list-style-type: none"> <li>● Government-Issued Marriage Certificate*</li> <li>● *If the date of marriage is <b>not</b> within the last 12 months of your spouse’s coverage effective date, you must also provide proof of joint ownership dated within the last twelve months (ex. Bank/Credit Card Statement; Lease; Mortgage Bill; Utility Bill) <b>OR</b> your most recent federal tax return with both your name and your spouse’s name</li> </ul>
Domestic Partner	Submit copies of <b>both</b> of the following: <ul style="list-style-type: none"> <li>● Domestic Partner Affidavit</li> <li><b>AND</b></li> <li>● Proof of joint ownership dated within the last twelve months (Bank/Credit Card Statement; Lease; Mortgage Bill; Utility Bill)</li> </ul>
Child(ren)	Submit a copy of <u>one</u> of the following: <ul style="list-style-type: none"> <li>● Most recent federal tax return with your child’s name</li> <li>● Government-Issued Birth Certificate</li> <li>● Adoption Certificate/Placement Agreement</li> <li>● Document of Legal Guardianship/Custody</li> <li>● Hospital Birth Record (if the date of birth is within 90 days of your child’s coverage effective date)</li> </ul> <p>Please note that the document must list you and/or your verified spouse/domestic partner as the parent(s) in order for your document to be deemed sufficient.</p>

# Documentation Required for Verifying Life Events

To verify your life event	Documentation Options for Verifying Eligibility
Birth	Government-Issued Birth Certificate <b>or</b> Hospital Birth Record
Marriage	Government-Issued Marriage Certificate
Divorce/Legal Separation	Divorce Decree or Legal Separation Agreement
Adoption/Legal Guardianship	Adoption Certificate or Placement Agreement
Loss of Employee/Spouse/Child's Coverage Elsewhere	A letter from employer, Medicaid/CHIP, the public health care exchange, Medicare, etc., indicating type of coverage lost, dependent(s) who were covered (if applicable), and the date coverage ended
Gain of Employee/Spouse/Child's Coverage Elsewhere	A letter from employer, Medicaid/CHIP, the public health care exchange, Medicare, etc., indicating type of coverage gained, dependent(s) who are being covered (if applicable), and the date coverage began
Addition of Domestic Partner	Domestic Partner Affidavit <b>and</b> Proof of joint ownership (Bank/Credit Card Statement; Lease; Mortgage Bill; Utility Bill)
Removal of Domestic Partner	Domestic Partner Termination Affidavit
Spouse/Child Death	Death Certificate