Dependent Eligibility Verification

Use the chart below to determine what documentation you need to submit to Empyrean to verify your dependents.

	Required Dependent Documentation		
	One of the following		One of the following (if applicable)
Spouse*	• Marriage license, • Church/Justice of the Peace marriage certificate, or • Proof of fulfillment of state law requirement to qualify as common-law marriage	AND	• Front page of most recent joint federal tax return if filing jointly, • Front page of both spouses' federal tax returns if married, but filing separately, or • Tax confirmation notice(s) if filed online (must list spouse) **Note:** If you recently married and haven't filed your joint federal tax return yet, you'll only need to submit your marriage license/certificate.
Domestic Partner*+	• Affidavit of Domestic Partnership signed and notarized	AND	• Mortgage statement or deed in the name of both parties, • Joint checking, savings, or credit card account, • Utility bill showing joint responsibility, • Automotive registration showing joint ownership, • Loan note or payment coupon showing joint responsibility, or • Life insurance policy designating your domestic partner as the primary beneficiary **Note:** These documents must be dated within the last six months.
Child – Biological	• Birth certificate		N/A
Child – Adopted	• Court papers showing in-progress or finalized adoption		N/A
Child – Step	• Birth certificate	AND	• Your marriage license or church/Justice of the Peace marriage certificate
Child – Domestic Partner+	• Birth certificate for domestic partner's biological child, • Court papers for domestic partner's adopted or foster child, or • Court papers demonstrating legal guardianship	AND	• Mortgage statement or deed in the name of both parties, • Joint checking, savings or credit card account, • Utility bill showing joint responsibility, • Automotive registration showing joint ownership, • Loan note or payment coupon showing joint responsibility, or • Life insurance policy designating your domestic partner as the primary beneficiary **Note:** These documents must be dated within the last six months. Additionally, if one of these have been provided for your domestic partner, it will satisfy this requirement.
Child – Foster or Legal Ward	• Documentation showing court-approved placement of child with you for foster care, or legal guardianship		N/A

**If your spouse or domestic partner has access to coverage through their employer and you enroll them in a K-C Medical Plan, K-C will apply a $150 monthly surcharge to your paycheck deduction (certain exclusions apply).*

+Imputed income will apply for all domestic partners and domestic partners' dependents enrolled in K-C coverage. Imputed Income is the amount representing the value of the benefit that must be recognized in your income for federal tax purposes.

Important Information About Documentation

- Black out any Social Security numbers, account numbers, and financial information.
- Some states and county clerk offices prohibit the photocopying of vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied.
- Confirm whether or not it is allowed to copy vital records with the vital records office that issued the record in question.
- If copying is not allowed, we recommend that you obtain a non-certified vital record which is usually available at a reduced cost compared to the certified vital record cost. The non-certified copy can be sent by U.S. mail to the address below to complete the verification process. Documents mailed will not be returned.

Submitting Documentation

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

K-C Couples

If your dependent is also eligible to be enrolled in K-C benefits from another K-C employee or retiree, it's your responsibility to coordinate benefit elections so each dependent is only covered once.