



Dependent Eligibility Verification

Use the chart below to determine what documentation you need to submit to Empyrean to verify your dependents. **IMPORTANT: Before submitting copies of your documentation, be sure to black out any Social Security Numbers, account numbers, and financial information.**

| Dependent | Required Dependent Documentation | |
|-------------------------------------|--|--|
| | One of the following | One of the following (if applicable) |
| Spouse | <ul style="list-style-type: none"> • Marriage license, • Church/Justice of the Peace marriage certificate • Proof of fulfillment of state law requirement to qualify as common-law marriage. | <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Front page of most recent joint federal tax return if filing jointly, or • Front page of both spouses' federal tax returns if married, but filing separately, or • Tax confirmation notice(s) if filed online (must list spouse) <p>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.</p> |
| Domestic Partner | <ul style="list-style-type: none"> • Affidavit of Domestic Partnership signed and notarized | <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • 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 • Life insurance policy designating your domestic partner as the primary beneficiary <p>Note: These documents must be dated within the last six months.</p> |
| Child – Biological | <ul style="list-style-type: none"> • Birth certificate | N/A |
| Child – Adopted | <ul style="list-style-type: none"> • Court papers showing in-progress or finalized adoption | N/A |
| Child – Step | <ul style="list-style-type: none"> • Birth certificate | <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Your marriage license or church/Justice of the Peace marriage certificate |
| Child – Domestic Partner | <ul style="list-style-type: none"> • Birth certificate for domestic partner's biological child, or • Court papers for domestic partner's adopted or foster child or • Court papers demonstrating legal guardianship | <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • 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 • Life insurance policy designating your domestic partner as the primary beneficiary <p>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.</p> |
| Child – Foster or Legal Ward | <ul style="list-style-type: none"> • Documentation showing court-approved placement of child with you for foster care, or legal guardianship | N/A |



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 spouse/domestic partner or child is also a benefit-eligible K-C employee or retiree, you're responsible for coordinating benefit elections so that each member of your family is only covered once (by you or your spouse/partner, not both, or as individual coverage for a dependent child) in K-C Health & Welfare plans that offer dependent coverage (e.g., medical, dental, vision, and life insurance).