

**REQUIRED DEPENDENT DOCUMENTATION  
FOR  
MEDICAL, DENTAL, LIFE AND VISION INSURANCE**

The eligibility documentation must be provided within the following time frames:

- Within 45 days of benefits-eligibility, or
- Within 45 days of any qualified life event change i.e., marriage, birth, divorce, loss or gain of other coverage.
- During the annual Open Enrollment period as scheduled by the member institutions for benefit changes effective the following July 1<sup>st</sup>

**Legal Spouse:**

- Registered (state issued) copy of marriage certificate

**Civil Union Partnership:**

- A copy of the Civil Union Certificate received from the County Clerk and Recorder or a record of the Civil Union received from the State Registrar as presumptive evidence of the Civil Union

**Common-law Spouse:**

- Common-law marriage affidavit  
AND
- A document dated within the last 60 days showing current relationship status such as a monthly or quarterly household bill or statement of account. The document must list your spouse's name, the date, and your mailing address.

**Children:**

- The registered (state issued) copy of the child's birth or adoption certificate, naming you or your spouse as the child's parent,

**OR**

- Appropriate custody or allocation of parental responsibility documents naming you or your spouse as the responsible party to provide insurance for the child.

\*\*Newborns – The registered birth certificate must be provided within 31 days of birth.  
Social Security number must be provided within 90 days of birth.

***The employee must provide a certified and notarized translation of any documents presented which are in a foreign language.***