

## Dependent Verification Documents

Relationship	Document Required
<b>Spouse</b>	Copy of marriage certificate
<b>Natural Child</b>	Copy of birth certificate If one is not obtainable, submit one of the following: <ul style="list-style-type: none"> <li>• Baptismal certificate: A copy of the front and back of the certificate of the baptism, dedication or comparable rite. It must show the date and place of child's birth, date of baptism and names of the child's parents</li> <li>• School record. A letter from the school authority (preferably from the first school attended), showing the date of admission to the school, child's date or age at that time, place of birth, and the names of the parents.</li> <li>• Census record. State or Federal census record showing the name(s), date(s), and place(s) of birth or age(s) of the person(s) listed.</li> <li>• Affidavits. Written statements sworn to, or affirmed by, two persons who were living at the time who have personal knowledge of the birth. These persons may be relatives and do not have to be citizens of the United States. Each affidavit should contain the person's full name and address, date and place of birth, and relationship to you and must fully describe their involvement regarding the birth and/or how he or she acquired knowledge of the birth</li> </ul>
<b>Adopted Child</b>	Copy of the replacement birth certificate showing the employee or spouse as the child's parent. If the adoption took place in a state that does not reissue a birth certificate, (or if it is not available), a copy of the final adoption decree.
<b>Child Placed for Adoption</b>	Notice of placement for adoption on adoption agency letterhead or copy of court order. For foreign adoptions, include documentation of entry into United States (translated to English).
<b>Step Child</b>	Copy of birth certificate must indicate spouse as parent (if one not obtainable, see options under Natural Child)
<b>Grandchild</b>	Copy of child's birth certificate (if one not obtainable see options under Natural Child) Child's parents birth certificate Notarized Certification of Dependent Eligibility Birth Certificates must show line of relationship to employee/retiree
<b>Child Support Order</b>	Copy of court order requiring employee/retiree to provide support and health coverage, signed by the child support officer or judge Child's birth certificate (if one not obtainable, see options under Natural Child).
<b>Legal Ward</b>	Copy of court order signed by a judge or other court official confirming that the employee/retiree has permanent legal custody of the child by the court order of custody or guardianship, or copy of the will providing testamentary appointment, confirming the employee/retiree has legal guardianship.