

DEPENDENT CHILD DOCUMENTATION CHECKLIST

Refer to the list below for the documentation required to verify the eligibility of the dependent(s) you are enrolling. Please submit the **Dependent Child Tax Affidavit**, the applicable documents outlined below and your enrollment form to your Agency Benefits Coordinator (for Active or Satellite Employees) or to the Employee Benefits Division (for Retirees and Direct Pay Enrollees).

Biological child	
	Copy of child's official state birth certificate <i>(If the child's official birth certificate is not yet available, a copy of the crib card, or hospital discharge papers will be accepted as temporary documentation).</i>
Adopted child or a child placed with you for adoption by you	
	Copy of adoption papers required; must indicate child's date of birth (see Benefits Guide for more information regarding pending adoptions).
	Copy of child's official state birth certificate if available.
Stepchild	
	Copy of child's official state birth certificate (must name spouse of employee/retiree as the child's parent)
	Copy of employee's/retiree's official state marriage certificate
Grandchild	
	Copy of child's official state birth certificate
	Copy of child's parent's birth certificate (to document grandchild's relationship to the employee/retiree)
	Proof of permanent residency: (One of the following) <ul style="list-style-type: none"> ● Valid driver's license or state-issued identification card ● School records certifying dependent's address ● Daycare records certifying dependent's address ● Tax documents certifying address with child's name listed on tax document ● Not of school age - a letter is required from pediatrician confirming address on file
Legal Ward, Testamentary or Court appointed guardianship (not temporary for less than 12 months)	
	Copy of dependent's official state birth certificate
	Proof of permanent residency: (One of the following) <ul style="list-style-type: none"> ● Valid driver's license or state-issued identification card ● School records certifying dependent's address ● Daycare records certifying dependent's address ● Tax documents certifying address with child's name listed on tax document ● Not of school age - a letter is required from pediatrician confirming address on file
	Copy of legal ward/testamentary court document, signed by a judge
Step-grandchild or other dependent child relative	
	Copy of child's official state birth certificate
	Proof of relation <u>by blood</u> (a copy of child's parent's and other relative's official state birth certificate(s) to show relationship to employee/retiree) or <u>by marriage</u> (copy of official marriage certificate(s))
	Proof of permanent residency: (One of the following) <ul style="list-style-type: none"> ● Valid driver's license or state-issued identification card ● School records certifying dependent's address ● Daycare records certifying dependent's address ● Tax documents certifying address with child's name listed on tax document ● Not of school age - a letter is required from pediatrician confirming address on file
Child with a mental or physical incapacity that occurred prior to age 26	
	Disability certification form (in addition to applicable documentation listed above)