

DOMESTIC PARTNER'S 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 for Domestic Partner's Dependents**, 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 of domestic partner	
	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 domestic partner for adoption by domestic partner	
	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 of domestic partner	
	Copy of child's official state birth certificate (must name former spouse of domestic partner as the child's parent)
	Copy of domestic partner's official state marriage certificate from previous marriage.
Grandchild of domestic partner	
	Copy of child's official state birth certificate
	Copy of child's parent's birth certificate (to document grandchild's relationship to the domestic partner)
	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 by domestic partner (not temporary for less than 12 mos.)	
	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 of domestic partner	
	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 domestic partner) 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 of domestic partner with a mental or physical incapacity that occurred prior to age 26	
	Disability Certification Form (in addition to applicable documentation listed above)