Classified/Management/Confidential/Supervisory

REQUIRED Documents to Enroll Dependents

(Please submit copies only AND black out all financial and social security information)

|  |  |
| --- | --- |
| **Dependent Type** | **Required Documents** |
| **Spouse**Legally married husband or wife as defined by state law who is a US citizen or legal resident of the US | **Marriage Certificate AND*****If married filing jointly*** *– first page only of the last year’s Federal Tax Return (1040,1040A, 1040EZ, 8879, or 4868****If married filing separately –*** *first page only of the last year’s Federal Tax Return from employee and spouse*  |
| **Domestic Partner**Partners as confirmed by the State | California Certificate of Domestic Partnership issued by the Secretary of State |
| **Child – Biological**Direct biological descendants under age 26 | Government issued birth certificate |
| **Child – Step**Direct biological descendants from a spouse’s prior family under age of 26 | Government issued birth certificate **AND** marriage certificate  |
| **Child – Adopted**Legally adopted children under age 26 | Government issued adoption certificate **AND** government issued birth certificate |
| **Child – Guardianship**Persons under the age of 18 whom you have legal guardianship | Court order of legal guardianship |

|  |  |
| --- | --- |
| **Dependents Eligible for Coverage** | **Dependents NOT Eligible for Coverage** |
| Spouse Child – AdoptedDomestic Partner Child – GuardianshipChild – BiologicalChild - Step | Ex-Spouse GrandchildrenSiblings Aunt/UnclesParents Niece/NephewsGrandparents Cousins |