

## DEPENDENT VERIFICATION DOCUMENTS

### To enroll a spouse

Provide a copy of (choose one):

- Most recent year's federal tax return filed jointly that lists the spouse (black out financial information)
- Subscriber's and spouse's most recent year's federal tax return if filed separately (black out financial information)
- Proof of common residence (example: a utility bill) and marriage certificate\*
- Proof of financial interdependency (example: a shared bank statement - black out financial information) and marriage certificate\*
- Petition for dissolution of marriage (divorce)
- Legal separation notice
- Defense Enrollment Eligibility Reporting System (DEERS) registration
- Valid J-1 or J-2 visa issued by the U.S. Government

\*If within two years of marriage, only the marriage certificate is required.

**Note:** If you encounter delays in getting the marriage certificate within the time allowed, contact your personnel, payroll, or benefits office (employees) or the PEBB Program (retirees/continuation coverage) before your enrollment period ends.

### To enroll children

Use the [Extended Dependent Certification](#) form to enroll an [extended \(legal\) dependent child](#).

Provide a copy of (choose one):

- The most recent year's federal tax return that includes the child(ren) as a dependent and listed as a son or daughter (black out financial information)  
**Note:** You can submit one copy of your tax return if it includes all family members that require verification.
- Birth certificate (or hospital certificate with the child's footprints on it) showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state-registered domestic partner\*\*
- Certificate or decree of adoption
- Court-ordered parenting plan
- National Medical Support Notice
- Defense Enrollment Eligibility Reporting System (DEERS) registration
- Valid J-2 visa issued by U.S. Government

\*\*If the dependent is the subscriber's stepchild, the subscriber must also verify the spouse or state-registered domestic partner in order to enroll the child, even if not enrolling the spouse or state-registered domestic partner in PEBB insurance coverage.

## To enroll a state-registered domestic partner or legal union partner

Include the [Declaration of Tax Status](#) form to enroll a nonqualified tax dependent.

**Provide a copy of** (choose one):

- Proof of common residence (example: a utility bill) and certificate/card of state-registered domestic partnership\* or legal union
- Proof of financial interdependency (example: a shared bank statement - black out financial information) and certificate/card of state-registered domestic partnership\* or legal union
- Petition for invalidity (annulment) of state-registered domestic partnership or legal union
- Petition for dissolution of state-registered domestic partnership or legal union
- Legal separation notice of state-registered domestic partnership or legal union
- Valid J-1 or J-2 visa issued by the U.S. Government

\*If within two years of state-registered domestic partnership, or establishment of a legal union as defined in statute, only the certificate/card of state-registered domestic partnership or legal union is required.