

Enrolling Dependents?

If you are enrolling dependents on the health plan for the first time, you will need to provide the required dependent documentation.



Required Dependent Documentation

- **To Enroll a Spouse**
 - ✓ **Prior year's 1040 Federal Tax form** (face page only) that shows the couple was married (financial information may be blocked out). If taxes were not filed jointly, you can complete an Affidavit of Marriage with a copy of the **marriage certificate**. A marriage certificate will be accepted for newly married couples (within 1 year) where prior year tax return is unavailable.
- **To Enroll a Domestic Partner**
 - ✓ **Certificate of Registered Domestic Partnership** issued by the State of California
- **To Enroll a Child**
 - ✓ **Legal Birth Certificate or Hospital Birth Certificate** (to include full name of child, Parent(s) name, and child's date of birth)
 - ✓ **Legal Adoption Documentation**
- **To Enroll a Child of which you are Legal Guardian (up to age 18)**
 - ✓ **Legal U.S. Court Documentation** establishing Guardianship
- **To Enroll an Unmarried Disabled Dependent (over age 26)**
 - Anthem**
 - ✓ **Legal Birth Certificate or Hospital Birth Certificate** (to include full name of child, Parent(s) name, and child's date of birth)
 - ✓ **Prior year's Federal Tax Form** that shows child is claimed as an IRS dependent (First page only, financials can be blocked out)
 - ✓ **Proof of 6 months prior creditable coverage** under the retiree's plan. There can be no break in coverage.
 - ✓ **Completed Anthem Disabled Dependent Certification Form**
 - Kaiser**
 - ✓ **Legal Birth Certificate or Hospital Birth Certificate** (to include full name of child, Parent(s) name, and child's date of birth)
 - ✓ **Prior year's Federal Tax Form** that shows child is claimed as an IRS dependent (First page only, financials can be blocked out)
 - ✓ **Proof of 6 months prior creditable coverage** under the retiree's plan. There can be no break in coverage.