

## List of Acceptable Documents

### BLACK OUT ALL SOCIAL SECURITY NUMBERS & FINANCIAL INFORMATION




**Instructions:**

1. **Select** one document from column **A** **AND** one document from column **B** (unless otherwise specified)
2. **Submit** documents to [benefits@sdcoe.net](mailto:benefits@sdcoe.net)

| Eligible Dependent Type                                | All foreign documents must be translated by a certified translator according to USCIS guidelines.   |            |   |
|--|---|------------|---|
|  | A   |            | B   |
| <b>Legal Spouse</b>                                    | <input type="checkbox"/> If married <b>more than one year</b> , 2023 (or 2022) Federal Tax Return<br><input type="checkbox"/> If married <b>less than one year</b> , Government-issued Marriage Certificate |            | ***Please make a selection from column A only***  |
| <b>Domestic Partner</b>                                | <input type="checkbox"/> Registered Certificate of Domestic Partnership issued by the State of California   |            | ***Please make a selection from column A only***  |
| <b>Biological Child</b><br>(under the age of 26)       | <input type="checkbox"/> Government-issued Birth Certificate<br><input type="checkbox"/> Court Order of Legal Custody   |            | ***Please make a selection from column A only***  |
| <b>Adopted Child</b><br>(under the age of 26)          | <input type="checkbox"/> Government-issued Birth Certificate<br><input type="checkbox"/> Legal Adoption Certificate/Order   |            | ***Please make a selection from column A only***  |
| <b>Stepchild</b><br>(under the age of 26)              | <input type="checkbox"/> Government-issued Birth Certificate  | <b>AND</b> | <input type="checkbox"/> If married <b>more than one year</b> , Employee's 2023 (or 2022) Federal Tax Return<br><input type="checkbox"/> If married <b>less than one year</b> , Employee's Government-issued Marriage Certificate<br><input type="checkbox"/> Employee's Registered Certificate of Domestic Partnership issued by the State of California |
| <b>Legal Guardianship</b><br>(under the age of 18)     | <input type="checkbox"/> Government-issued Birth Certificate  | <b>AND</b> | <input type="checkbox"/> Government-issued Letters of Guardianship  |
| <b>Child with a Disability</b><br>(over the age of 26) | <input type="checkbox"/> Government-issued Birth Certificate  | <b>AND</b> | <input type="checkbox"/> Notice of disability determination from medical carrier (within 6 months)<br><input type="checkbox"/> Notice of disability determination from the Social Security Administration (within 6 months)   |

**The VEBA Administrator may request additional documentation supporting eligibility.**

**Any document(s) presented and/or submitted to the VEBA Administrator will not be collected or retained.**

| <u>CONTACT US</u>  | <u>SUBMIT DOCUMENTS</u>  | <u>FOR QUESTIONS</u>   |
|--|--|--|
|  (858) 295-8809<br><u>Monday through Friday</u><br>8 a.m. to 4 p.m. PST |  <a href="mailto:benefits@sdcoe.net">benefits@sdcoe.net</a> |  <a href="mailto:benefits@sdcoe.net">benefits@sdcoe.net</a> |