

Dependent Documentation Requirements

You are required to provide verification of the relationship when adding a new dependent to your medical, dental and vision coverage:

Proof of Dependent Relationship	Dependent Proof /supporting documentation List
Spouse	• Marriage Certificate, reflecting both names and marriage date OR • Current or prior years tax return (must reflect your spouse's information)
Child(ren) up to 26 Defined as: Biological Child Adopted Child Child Placed for Adoption Step Child Foster Child (If you are the permanent legal guardian)	One of the items below: • Birth Certificate with parents' names listed and date of birth • Other Hospital Record of Birth (birth must have occurred within the last 60 days)- You must submit Birth Certificate within 70 days • Adoption Certificate with names and date of adoption • Foster child documentation reflecting permanent legal guardianship
Child(ren) under permanent legal Guardianship	Proof of Legal Guardianship AND Current/Previous Year's Tax Return showing Tax-Dependent Child(ren)
Disabled Dependent(s) – Age 26+ The disability must have occurred prior to reaching the maximum age of 26	One of the items below: • Birth Certificate with parents' names listed and date of birth • Other Hospital Record of Birth (birth must have occurred within the last 60 days) • Adoption Certificate AND • Approval from BCBS certifying the disability

Life Event Changes

You are required to provide verification of the event and verification of the relationship when adding a new dependent to your medical, dental and vision coverage due to a Life Event Change:

1. Proof of the Event Type
2. Certification of Dependent Eligibility for Covered Dependents

Event Type	Dependent Proof /supporting documentation List
Marriage	• Marriage Certificate, reflecting both names and marriage date OR • Current or prior years tax return (must reflect your spouse's information) •
New Hire Event	• Proof of relationship for any newly added dependents
Birth Event or Adoption	One of the items below: • Birth Certificate with parents' name listed and date of birth • Other Hospital Record of Birth (birth must have occurred within the last 60 days)- You must submit Birth Certificate within 70 days • Adoption Certificate with names and date of adoption • Foster child documentation reflecting permanent legal guardianship
Divorce	• Finalized Divorce Decree, reflecting both names and the divorce finalization date
Gain of Coverage or Loss of Coverage	• To verify a gain or loss of coverage, you'll need to provide documentation from the insurance provider or your new/previous employer. This letter must include the names of those who lost/gained coverage, the effective date of the coverage changes and specify the type of coverage gained or lost • Proof of relationship for any newly added dependents
Death of Dependent	• Death Certificate for dependent