

## Required Documentation for Dependents

You are required to submit verifying documentation for each dependent you wish to enroll for coverage. The following chart lists the documents you must submit to cover an eligible dependent. Photocopies are acceptable provided any seal or official certification can be clearly seen. An official translator other than the Employee/Retiree or spouse (available at any college or university) must translate foreign documents into English. The translated document must be signed by the translator and notarized.

### Required Documentation for Spouse

Spouse	<p>To add a spouse:</p> <ul style="list-style-type: none"> <li>◆ Official State marriage certificate (must be certified and dated by the appropriate State or County official, such as the Clerk of Court): <ul style="list-style-type: none"> <li>– From the court in the County or City in which the marriage took place; or</li> <li>– From the Maryland Division of Vital Records for marriages that occurred at least six months prior to enrollment; or</li> <li>– From the Department of Health and Mental Hygiene (DHMH) website: <a href="http://www.dhmh.maryland.gov">www.dhmh.maryland.gov</a> (click on Online Services) – also <a href="http://www.vitalchek.com">www.vitalchek.com</a></li> </ul> </li> </ul> <p>To remove a spouse from your plan outside of the Open Enrollment period:</p> <ul style="list-style-type: none"> <li>◆ Limited divorce decree (must be signed by a judge); or</li> <li>◆ Divorce decree (must be signed by a judge)</li> </ul> <p>Please note: A separation order or agreement is not a qualified change in family status permitting a mid-year removal of your spouse.</p>
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### Required Documentation for Same Sex Domestic Partners and their Dependent Child(ren)

Domestic Partner	<p>To add a domestic partner (the first three are all required):</p> <ul style="list-style-type: none"> <li>◆ Affidavit of domestic partnership, signed by both the Employee/Retiree and the domestic partner</li> <li>◆ Documentation to verify a common primary residence, any of the following: <ul style="list-style-type: none"> <li>– Common ownership of the primary residence via joint deed or mortgage agreement;</li> <li>– Common leasehold interest in the primary residence;</li> <li>– Copies of both individuals' driver's licenses or State-issued identification listing a common address; or</li> <li>– Utility or other household bill with both the name of the insured and the name of the domestic partner appearing.</li> </ul> </li> <li>◆ Documentation to verify financial interdependence between domestic partners, any one of the following: <ul style="list-style-type: none"> <li>– Joint bank account or credit account;</li> <li>– Designation as the primary beneficiary for life insurance or retirement benefits of the domestic partner;</li> <li>– Designation as primary beneficiary under the domestic partner's will;</li> <li>– Mutual assignments of valid durable powers of attorney under Estates and Trusts Article, §13-601, Annotated Code of Maryland;</li> <li>– Mutual valid written advanced directives under Health-General Article, §5-601 et seq., Annotated Code of Maryland, approving the other domestic partner as health care agent;</li> <li>– Joint ownership or holding of investments; or</li> <li>– Joint ownership or lease of a motor vehicle.</li> </ul> </li> <li>◆ A Tax Dependent Affidavit, if the Employee/Retiree wishes to establish that the domestic partner is a tax dependent so that the value of the domestic partner's coverage will not be added to your gross income for tax purposes (which increases the income taxes you owe). Please refer to the Dependent Tax-Affidavit for Domestic Partner's Dependents at <a href="http://www.dbm.maryland.gov">www.dbm.maryland.gov</a>.</li> </ul> <p>To remove a domestic partner from your plan outside of the Open Enrollment period:</p> <ul style="list-style-type: none"> <li>◆ An affidavit signed by the Employee/Retiree attesting to the permanent dissolution (termination) of the domestic partnership.</li> <li>◆ Proof of the termination of common primary residence, such as a copy of lease or deed for the Employee/Retiree's new residence that does not list the domestic partner as co-tenant or co-owner;</li> <li>◆ Proof of the termination of financial interdependence, such as <ul style="list-style-type: none"> <li>– documents establishing the termination of joint ownership of assets/vehicles/investments that had been used to establish financial interdependence; or</li> <li>– new designation of beneficiary under a life insurance, retirement benefits, or a will, or power of attorney that remove the domestic partner.</li> </ul> </li> </ul> <p>The Employee/Retiree may also present other documentation to substantiate the end of the domestic partnership in addition to the listed examples; such documentation must be reliable and subject to verification.</p>
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### Required Documentation for Domestic Partners and their Dependent Child(ren) (continued)

Dependent Child of Your Domestic Partner	<p>To add a Dependent Child of your Domestic Partner (All categories are required):</p> <ul style="list-style-type: none"> <li>◆ Documentation to establish the existence of the domestic partnership (See the list of Required Documentation to Add a Domestic Partner).</li> <li>◆ Affidavit signed by the domestic partner and the Employee/Retiree that the child is a Dependent Child of the domestic partner.</li> <li>◆ All the same documents that are required for a Dependent Child of an Employee/Retiree (see below), establishing the relationship between the Dependent Child and the domestic partner.</li> <li>◆ Affidavit that the dependent child of the domestic partner is the tax dependent of the Employee/Retiree to establish tax-favored status for the dependent.</li> </ul> <p>To remove the Dependent Child(ren) of your domestic partner:</p> <ul style="list-style-type: none"> <li>◆ Documents listed to remove a domestic partner if the domestic partnership is ending; and</li> <li>◆ Documents that establish the loss of eligibility of the Dependent Child(ren) of your domestic partner.</li> </ul> <p>The Employee/Retiree may also present other documentation to substantiate the end of the domestic partnership in addition to the listed examples; such documentation must be reliable and subject to verification.</p>
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### Required Documentation for Unmarried Children

Natural/Biological Child	<ul style="list-style-type: none"> <li>◆ Natural/Biological child's official State birth certificate (which must show the State Employee/Retiree as parent); and</li> <li>◆ Affidavit of Status For Dependent Children.</li> </ul>
Adopted Child	<p>Pending adoption:</p> <ul style="list-style-type: none"> <li>◆ Notice of placement for adoption provided on adoption agency letterhead or copy of court order placing child pending final adoption; and</li> <li>◆ Affidavit of Status For Dependent Children.</li> </ul> <p>After adoption:</p> <ul style="list-style-type: none"> <li>◆ Copy of final adoption decree signed by a judge or a State-issued birth certificate (showing the State Employee/Retiree as the parent); and</li> <li>◆ Affidavit of Status For Dependent Children.</li> </ul> <p>Please note: For foreign adoptions, documentation of entry into United States is also required and all documentation must be translated into English, signed by the translator, and notarized.</p>
Stepchild	<ul style="list-style-type: none"> <li>◆ Copy of child's official State birth certificate (must indicate spouse as parent);</li> <li>◆ Copy of official State marriage certificate (must be certified and dated by the appropriate State or County official, such as the Clerk of Court);</li> <li>◆ Affidavit of Status For Dependent Children.</li> </ul>
Legal Ward	<ul style="list-style-type: none"> <li>◆ State affidavit certifying permanent residence; and proof of permanent residency (valid Driver's License/Photo Identification Card; school records; tax documents);</li> <li>◆ Affidavit of Status For Dependent Children.</li> <li>◆ Either: <ul style="list-style-type: none"> <li>– Copy of court order signed by a judge or other court official confirming that the Employee/Retiree has permanent legal custody of the child by a court order of custody or guardianship; or</li> <li>– Copy of will providing testamentary appointment, confirming that the Employee/Retiree has legal custody of the child</li> </ul> </li> </ul>
Grandchild and Other Dependent Child Relatives	<ul style="list-style-type: none"> <li>◆ Copy of child's official State birth certificate;</li> <li>◆ Affidavit of Status For Dependent Children; and</li> <li>◆ Proof of relation by blood (copy of child's parent's and other relative's official State birth certificate(s) to show relationship to Employee/Retiree) or by marriage (copy of official marriage certificate(s); must be certified and dated by the appropriate State or County official, such as the Clerk of Court to show relationship to Employee/Retiree).</li> </ul>
Medical Child Support Order	Copy of court order requiring Employee/Retiree to provide support and health coverage, signed by the child support officer or judge.
Disabled Child, beyond the end of the month which they turn age 25	<p>In addition to the required documentation for a dependent child, a physician certification/verification of permanent disability that began while the child was still otherwise eligible before age 25. An official Disability Certification Form must be submitted, with the member signature and physician signature.</p> <p>Please note: The child will not be added for coverage until the disability certification is approved. Verification of the disability will be required every two years, regardless of the nature of the disability. Contact your Medical Plan or visit the Employee Benefits Division website for the official Disability Certification Form.</p>