

# SEBB Administrative Policy

Table shows a list of valid dependent verification documents

| Document(s) needed if enrolling a Spouse, Dependent Partner, or Child(ren) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spouse<br>(Including same-sex spouse)                                      | <ul style="list-style-type: none"> <li>The most recent year's Federal Tax Return <u>filed jointly</u> that lists the spouse (<i>black out financial information</i>); OR</li> <li>The most recent year's Federal Tax Return for the subscriber and the spouse if filed <u>separately</u> (<i>black out financial information</i>); OR</li> <li>Proof of common residence (e.g. a utility bill) <u>and</u> marriage certificate; OR</li> <li>Proof of financial interdependency (e.g. bank statement – <i>black out financial information</i>) and marriage certificate; OR</li> <li>Petition for Dissolution of Marriage (divorce); OR</li> <li>Legal Separation notice; OR</li> <li>Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> <li>Valid J-1 or J-2 visa issued by the U.S. Government</li> </ul> |
| State Registered Domestic Partner or Partner of a Legal Union              | <ul style="list-style-type: none"> <li>Proof of Common residence (e.g. a utility bill) and certificate/ card of state registered domestic partnership or legal union; OR</li> <li>Proof of financial interdependency (e.g. bank statement – black out financial information) and certificate/ card of state registered domestic partnership or legal union; OR</li> <li>Petition for invalidity (annulment) of a state registered domestic partnership or legal union; OR</li> <li>Petition for dissolution of a state registered domestic partnership or legal union; OR</li> <li>Legal separation notice of a state registered domestic partnership or legal union; OR</li> <li>Valid J-1 or J-2 visa issued by the U.S. Government</li> </ul>                                                                                      |



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| Document(s) needed if enrolling a Spouse, Dependent Partner, or Child(ren) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Child(ren)                                                                 | <p>Provide a copy of (choose one):</p> <ul style="list-style-type: none"> <li>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)</li> </ul> <p><b>Note:</b> You can submit one copy of your tax return if it includes all family members that require verification.</p> <ul style="list-style-type: none"> <li>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**</li> <li>Certificate of adoption</li> <li>Court-ordered parenting plan</li> <li>National Medical Support Notice</li> <li>Defense Enrollment Eligibility Reporting System (DEERS) registration</li> <li>Valid J-2 visa issued by U.S. Government</li> </ul> <p>**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 SEBB insurance coverage.</p> |

