Dependent Documentation

Documentation is required to add any new dependents.

**Legally Married Spouse**
- Your most recent Federal Tax Return(s) showing that you are married filing jointly or separately. Financial information should be blacked out, **OR**
- *Marriage Certificate AND Proof of Joint Ownership dated less than six months old. Recommendations include Texas Car Insurance Document, assignment of a durable property power of attorney or healthcare power of attorney, a mortgage or bank statement, or property tax bill. Documents must include both the employee’s name and the spouse’s name. *If within two years of marriage, then only the marriage certificate is required.*

**Common Law Spouse**
- Texas Declaration of Informal/Common Law Marriage from the County where the marriage was recognized or recorded, **OR**
- Your most recent Federal Tax Return(s) showing that you are married filing jointly or separately, **AND** Proof of Joint Ownership dated less than six months old. Recommendations include Texas Car Insurance Document, assignment of a durable property power of attorney or healthcare power of attorney, a mortgage or bank statement, or property tax bill. Documents must include both the employee’s name and the spouse’s name.

**Biological or Adopted Child (adoption complete)**
- Birth Certificate (must show employee’s name as either the father or mother), **OR**
- Documentation on hospital letterhead indicating the birth date of the child or children under 6 months old will be accepted as temporary enrollment and must be followed by the birth certificate when received.

**Stepchild**
- Child’s Birth Certificate showing the child’s parent as the employee’s spouse, **AND** Marriage Certificate showing legal marriage. If common law marriage, you must provide the documentation as outlined under Common Law Spouse

**Adopted Child (in progress)**
- Official court/agency placement papers (initial stage), **OR**
- Official Court Adoption Agreement for an Adopted Child (mid-stage)

**Grandchild**
- Tax return showing claimed grandchild
- The tax return may be redacted of proprietary information

**Foster Child**
- Official Court or Agency Placement papers

**Legal Guardianship of a child**
- Court Order establishing the appropriate legal relationship.

**Managing Conservatorship of a child**
- Court Order establishing the appropriate legal relationship.*

*Foreign documents other than marriage license or birth certificate should be accompanied by an English translation.*