



# Documents Required for Adding Dependent to Benefits

We have listed the most commonly required supporting documentation for different types of dependent coverage. This list may not be all inclusive. The proof must substantiate the relationship. You must supply **original documents** to Human Resources during the Dependent Verification Audit. If adding a dependent (over the age of six (6) months), the Social Security Number or Tax Identification Number (TIN) should be provided. A Social Security Number is not required for a child under the age of six (6) months.

| Covered Dependent                             | Required Verification Documents  |
|---|--|
| Married Partner<br>A legally married spouse   | <ul style="list-style-type: none"> <li>• 2017 IRS 1040 (preferred) OR 2016 IRS 1040</li> <li>• If married filing separately, current year IRS 1040 must be presented showing Filing Separately Status for both individuals OR</li> <li>• If married during 2018, Original Marriage Certificate</li> <li>• J-1 Visa Holder Residents ONLY, Original Marriage Certificate</li> </ul> |
| Natural Birth Child<br>Birth to age 26*       | <ul style="list-style-type: none"> <li>• 2017 IRS 1040 (preferred) OR 2016 IRS 1040 OR</li> <li>• Original Birth Certificate</li> </ul>  |
| Step Child<br>Birth to age 26*                | <ul style="list-style-type: none"> <li>• 2017 IRS 1040 (preferred) OR 2016 IRS 1040 OR</li> <li>• Original Birth Certificate**</li> </ul>  |
| Adopted Child<br>Birth to age 26*             | <ul style="list-style-type: none"> <li>• 2017 IRS 1040 (preferred) OR 2016 IRS 1040 OR</li> <li>• Court Documents Naming Employee or Spouse as Guardian, OR</li> <li>• Adoption Record</li> </ul>  |
| Disabled Adult Child<br>Over age 26***        | <ul style="list-style-type: none"> <li>• 2017 IRS 1040 (preferred) OR 2016 IRS 1040</li> <li>• AND Birth Certificate</li> <li>• AND Social Security Administration determination notice OR Physician documented incapacity of self support letter</li> </ul>   |
| Legal Guardianship/Custody<br>Birth to age 18 | <ul style="list-style-type: none"> <li>• 2017 IRS 1040 (preferred) OR 2016 IRS 1040</li> <li>• AND Court Documents Naming Employee or Spouse as Legal Guardian/ Custodian</li> <li>• Tax document not required if guardianship occurred in current year</li> </ul>   |

\* Age 26 applies to Medical, Dental, Vision and Dependent Life  
 \*\* The birth certificate must include the employee's spouse's name as a parent  
 \*\*\* Disability must have occurred prior to child attaining age 26

The CKHS Human Resources team will be available at new hire orientation to verify your original documents; copies, faxes or scanned documents cannot be accepted. Or, you may visit Human Resources Monday to Friday between 8:30 AM and 4:30 PM at University Technology Park II, 1350 Edgmont Avenue, Suite 2300, Chester, PA 19013.

**IMPORTANT!**

For all newly added dependents, please be prepared to show **required verification documents**. For your information, official documents of birth, marriage and/or death certificates, from anywhere in the United States may be obtained through [www.vitalchek.com](http://www.vitalchek.com) or by calling 800.255.2414 between 5:00 AM – 5:00 PM PST. State document fees and courier fees will apply.

**It is important to request required documents early to allow for processing time.**