



## Spouse/Dependent Document

For all new hires or current employees adding dependents

Legible document **copies** must be provided to add Spouse & Dependent(s) to insurance plans.

### **Spouse**

Copies of:

- Birth Certificate, or Driver's license, or US passport- **Optional**
- Social security card -**Required after age 45**
- Marriage license -**Required -State issued document.**

### **Dependent children**

Copies of:

- Birth certificate-**Required**
- Social security card-**Optional**
- Legal Documentation for adoption, fostering, or court appointed guardianship-**Required**
- Step-children -marriage certificate and birth certificate (**required -State issued Document**)  
and social security card (**optional**)