

Dependent Documentation

The numbers before each paragraph represent the dependent certification "type".

1. 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.

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.

2. Biological or Adopted Child (adoption complete)

Birth Certificate

OR

Documentation on hospital letterhead indicating the birth date of the child or children under 6 months old.

3. 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

4. Adopted Child (in progress)

Official court/agency placement papers (initial stage)

OR

Official Court Adoption Agreement for an Adopted Child (mid-stage)

5. Grandchild

A document that shows the child's address is the same as the employee's address. Proof of residency must be an official document in the form of:

- **For school age children:** current year school records for grandchildren of school age and/or a valid driver's license for grandchildren of driving age.
- **For non-school age children:** currently dated federal or state benefit assistance program record based on residence (such as Medicaid), a court record establishing residence, a copy of the daycare record on the daycare's letterhead or the part of the social security card with the home address of the child for children not of school age.

OR

*** A tax return is NOT proof of residency for a grandchild and will NOT be accepted as appropriate documentation.**

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

6. Foster Child

Official Court or Agency Placement papers

7. Legal Guardianship

Court Order establishing the appropriate legal relationship.

8. Managing Conservatorship

Court Order establishing the appropriate legal relationship.