



## DOCUMENTATION REQUIREMENTS TO CONFIRM DEPENDENT ELIGIBILITY ACTIVE AND ANNUITANT HEALTH CARE PROGRAMS

If required documentation is not provided within 90 days of the date of hire or within 90 days of the date of a life event change, the dependent(s) will be removed from coverage retroactively to the date of their enrollment. COBRA benefits will not be offered as the dependent was not deemed eligible for coverage. If claims were incurred for an ineligible dependent, restitution will be sought.

DEPENDENT	REQUIRED DOCUMENTATION	POSSIBLE RESOURCES TO OBTAIN DOCUMENTATION
Spouse	<ul style="list-style-type: none"> <li>Marriage Certificate (this is not the certificate provided from the official conducting the ceremony)</li> <li>Affidavit attesting to the existence of marriage performed outside of the United States if a foreign marriage</li> </ul>	<ul style="list-style-type: none"> <li>County courthouse that issued original marriage certificate. A list of Pennsylvania County Courthouses can be found at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> under Health Statistics and Vital Records.</li> <li>Foreign Marriages Affidavit available from university human resources office</li> </ul>
Same-sex domestic partner (domestic partner) *	<ul style="list-style-type: none"> <li>Same-sex Domestic Partnership Certification Form</li> </ul>	<ul style="list-style-type: none"> <li>Same-sex Domestic Partnership Certification Form available from university human resources office</li> </ul>
Child(ren) by birth	<ul style="list-style-type: none"> <li>Birth certificate ❖</li> </ul> <p>If dependent child is a full-time student over age 19, you also must complete a Student Certification Form signed by the registrar's office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>For Pennsylvania births, birth certificates are available from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> - Fee is \$10.</li> <li>Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through <a href="http://www.health.state.pa.us">www.health.state.pa.us</a></li> <li>Student Certification Form available from university human resources office</li> </ul>
Child(ren) by adoption	<ul style="list-style-type: none"> <li>Court approved adoption order <b>OR</b></li> <li>Placement letter from court/adoption agency for pending adoptions</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar's office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>County courthouse that issued final adoption order</li> <li>County court/adoption agency that issued placement letter</li> <li>Student Certification Form available from university human resources office</li> </ul>
Child(ren) by legal guardianship	<ul style="list-style-type: none"> <li>Court or agency order establishing guardianship <b>AND</b></li> <li>Affidavit of Residence and/or Dependency for "Other" Children</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar's office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>County courthouse/agency that issued guardianship order</li> <li>Affidavit and Student Certification Form available from university human resources office</li> </ul>

Stepchild(ren)	<ul style="list-style-type: none"> <li>• Birth certificate ❖ <b>AND</b></li> <li>• Marriage certificate <b>AND</b></li> <li>• Affidavit of Residence and/or Dependency for “Other” Children</li> </ul> <p>If dependent child is full-time student over age 19, you must also complete a Student Certification Form signed by the registrar’s office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>• For Pennsylvania births, birth certificates can be obtained from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> - Fee is \$10.</li> <li>• Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through <a href="http://www.health.state.pa.us">www.health.state.pa.us</a></li> <li>• County courthouse that issued original marriage certificate. A list of Pennsylvania County Courthouses can be found at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> under Health Statistics and Vital Records.</li> <li>• Affidavit of Residence and/or Dependency and Student Certification Form available from university human resources office</li> </ul>
Same-sex Domestic partner’s child(ren) by birth *	<ul style="list-style-type: none"> <li>• Birth certificate ❖ <b>AND</b></li> <li>• Same-sex Domestic Partnership Certification Form</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>• For Pennsylvania births, birth certificates can be obtained from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> - Fee is \$10.</li> <li>• Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through <a href="http://www.health.state.pa.us">www.health.state.pa.us</a></li> <li>• Same-sex Domestic Partnership Certification and Student Certification Form available from university human resources office</li> </ul>
Same-sex Domestic partner’s child(ren) by adoption *	<ul style="list-style-type: none"> <li>• Court approved adoption order <b>OR</b></li> <li>• Placement letter from court or adoption agency for pending adoptions <b>AND</b></li> <li>• Same-sex Domestic Partnership Certification Form</li> </ul> <p>If dependent child is full-time student over age 19, you must also complete a Student Certification Form signed by the registrar’s office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>• County court that issued final adoption order</li> <li>• County court or adoption agency that issued placement letter</li> <li>• Same-sex Domestic Partnership Certification and Student Certification Form available from university human resources office</li> </ul>
Domestic partner’s child(ren) by legal guardianship *	<ul style="list-style-type: none"> <li>• Court or agency order establishing guardianship <b>AND</b></li> <li>• Affidavit of Residence and/or Dependency for “Other” Children <b>AND</b></li> <li>• Same-sex Domestic Partnership Certification Form</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office <b>or accompanied by an Enrollment Verification Certificate from the National Student Clearinghouse</b></p>	<ul style="list-style-type: none"> <li>• County court that issued guardianship order</li> <li>• Affidavit of Residence and/or Dependency, Same-sex Domestic Partnership Certification and Student Certification Form available from university human resources office</li> </ul>
Disabled dependent	<ul style="list-style-type: none"> <li>• Will be verified by health plan vendor</li> </ul>	<ul style="list-style-type: none"> <li>• Health Plan Vendor</li> </ul>

❖If document was generated outside of US and is not in English it must be translated and certified by translator.

\* applies only to Faculty, Non-faculty Coaches and Managers