



## Required Documentation Checklist Dependent Children

<p><b><u>Birth Child Under Age 26</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of official Birth Certificate</li> <li><input type="checkbox"/> Copy of Social Security Card</li> </ul>	<p><b><u>Step Child Under Age 26</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of official Birth Certificate</li> <li><input type="checkbox"/> Copy of Social Security Card</li> <li><input type="checkbox"/> Copy of marriage license to step child's parent</li> <li><input type="checkbox"/> Verification of current marital status</li> </ul>
<p><b><u>Child of Same-Sex Domestic Partner Under Age 26</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of official Birth Certificate</li> <li><input type="checkbox"/> Copy of Social Security Card</li> <li><input type="checkbox"/> Verification of Domestic Partnership</li> </ul>	<p><b><u>Disabled Child</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of official Birth Certificate</li> <li><input type="checkbox"/> Copy of Social Security Card</li> <li><input type="checkbox"/> Social Security award letter</li> </ul>
<p><b><u>Adopted Child or Child Placed for Adoption Under Age 26</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption Certificate <b>OR</b> Placement Letter</li> <li><input type="checkbox"/> Copy of Social Security Card</li> </ul>	<p><b><u>Child Under Age 26 for Whom You are the Legal Guardian</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of legal guardianship (ie. court order)</li> <li><input type="checkbox"/> Copy of Social Security Card</li> </ul>
<p><b><u>Child of a Covered Dependent (Grandchild) under 18 months</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of official Birth Certificate</li> <li><input type="checkbox"/> Copy of Social Security Card</li> <li><input type="checkbox"/> Verification that parent of child is eligible and covered as dependent child noted above</li> <li><input type="checkbox"/> If grandchild is over 18 months, applicable court documents must be provided.</li> </ul>	
<p><i>* Child may include various dependent relationships to the spouse/domestic partner (birth child, adopted child, guardianship, or grandchild). Applicable proof shall be provided of such relationship equivalent to the documentation requirements of the employee's dependents.</i></p>	

**Employee Acknowledgment:**

I understand that I MUST submit a copy of the required documentation to an HR Service Center no later than \_\_\_/\_\_\_/\_\_\_ (30 days of hire or 60 days of a qualified life event). I also understand that if I miss this deadline, I **WILL NOT BE ELIGIBLE** to enroll or make changes in Orange County Government's insurance plans until the annual open enrollment period or at the time when I have a qualifying life event.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee ID \_\_\_\_\_

HR Representative \_\_\_\_\_

Date \_\_\_\_\_

