

Required Documentation for Dependent Verification

The following chart lists the acceptable forms of documentation that will be required for each type of dependent. Please send a legible photocopy of the document. Any illegible documents will be returned to you and will not be accepted.

Dependent Type	Required Documentation
Birth Child under Age 26	<p><u>You must provide one form of documentation:</u></p> <ul style="list-style-type: none"> • Birth certificate for biological children showing you as parent, or • Documentation on hospital letterhead indicating birth date of child, showing you as parent (acceptable only for children under 6 months old if documents above aren't available), or • Paternity test; or • Court child support order.
Step-Child under Age 26	<p><u>You must provide two forms of documentation:</u></p> <ol style="list-style-type: none"> 1. Birth Certificate of child showing your spouse's name as parent and 2. Proof of marriage to step-child's parent.
Adopted Child under Age 26	<p><u>You must provide one form of documentation:</u></p> <ul style="list-style-type: none"> • Adoption Certificate or Court approved adoption papers
Child under Age 26 for Whom You Are the Legal Guardian	<p><u>You must provide one form of documentation:</u></p> <ul style="list-style-type: none"> • Court ordered documentation of legal guardianship or documentation of legal guardianship of authorized placement agency
Dependent Child with Disabilities (Your child not capable of self-support due to mental illness, incapacity, or physical disability)	<p>Please contact HR Benefits directly if you have a dependent that falls into this category.</p> <p>You must provide two forms of documentation:</p> <ol style="list-style-type: none"> 1. Appropriate documentation as listed above for birth, adopted, or legal guardian status 2. Must be certified by the child's Primary Care Provider
Spouse (A member of the same or opposite sex to whom you are legally married)	<p><u>You must provide one form of documentation:</u></p> <ul style="list-style-type: none"> • Marriage license or church/justice of the peace marriage certificate
Common Law Spouse (A member of the same or opposite sex with whom you refer as spouse and share residency)	<p><u>You must provide one form of documentation:</u></p> <ul style="list-style-type: none"> • Notarized common law affidavit

Please upload all documents to your benefits record on www.RSFBenefits.hrintouch.com or email to HRBenefitsTeam@rsfh.com