

*The following documentation must be presented to Human Resources when adding a dependent.*

- A copy of your marriage certificate or a signed affidavit of common law marriage
- Documentation dated within the last 6 months confirming a current relationship status or establishing current joint residency (e.g., tax documents, joint household bill, joint bank/credit account, joint mortgage or lease, separate bills showing the same address)

1. Biological, Adopted, or Legal Child

2. Stepchild

- A copy of the child's birth certificate, naming your spouse as the child's parent a copy of your marriage certificate as proof of the spouse's relationship to the employee

- A copy of the child's birth certificate, naming your spouse as the child's parent a signed affidavit of common law marriage as proof of the dependent's relationship to the employee

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