



Required Documentation for Applicable Dependents

Spouse:

One of the 3 combinations below:

1. Government issued Marriage Certificate **and** Federal Tax Return within the last 2 years listing spouse
2. Government issued Marriage Certificate **and** Proof of Joint Ownership issued within the last 6 months (If married more than 12 months)
3. Government issued Marriage Certificate ONLY (if married within the last 12 months)

Note: Standard "Proof of Joint Ownership" includes:

- Mortgage statement
- Bank statement (bank account verification letter showing active status)
- Active lease agreement
- Homeowners insurance
- Renters insurance
- Credit card statement (includes department stores and care credit)
- Property tax
- Current year state tax return listing spouse/partner
- Current year mortgage interest/mortgage insurance
- Warranty deed
- Auto loans
- Current year federal tax return listing the spouse/dependent as a dependent

Common Law Spouse (Colorado ONLY):

One of the 3 combinations below:

1. Notarized Common Law Spouse Affidavit and Federal Tax Return within the last 2 years listing spouse
2. Notarized Common Law Spouse Affidavit and Proof of Joint Ownership issued within the last 6 months
3. Notarized Common Law Spouse Affidavit ONLY (if less than 12 months)

Child/Stepchild:

Biological Child:

Government issued Birth Certificate (including parents' names) or official hospital notices if birth certificate is not available

Adopted Child:

Adoption Certificate (including child's DOB), adoption placement agreement or petition for adoption (including DOB)

Note: May be the adopted child of spouse. Spouse documentation is required to verify.

Stepchild:*Child of Legal Spouse:*

- One of the 3 combinations below:
 1. Government issued Birth Certificate (including parents' names) and Government issued Marriage Certificate and Federal Tax Return within the last 2 years listing spouse
 2. Government issued Birth Certificate (including parents' names) and Government issued Marriage Certificate and Proof of Joint Ownership issued within the last 6 months
 3. Government issued Birth Certificate (including parents' names) and Government issued Marriage Certificate ONLY (if married within the last 12 months)

Child of Common Law Spouse (Colorado ONLY):

- One of the 2 combinations below:
 1. Government issued Birth Certificate (including parents' names) and Notarized Common Law Spouse Affidavit and Federal Tax Return within the last 2 years listing spouse
 2. Government issued Birth Certificate (including parents' names) and Notarized Common Law Spouse Affidavit and Proof of Joint Ownership issued within the last 6 months

Legal Ward (up to age 26):

Government issued Birth Certificate and court ordered document of legal custody

Note: May be the QMCSO of spouse. Spouse documentation required to verify.