

# Spouse or domestic partner requirement rules

**Proof of marriage shows that you were married.**

**Proof of joint ownership shows you are still married.**

- If there are no accounts with “joint” ownership, separate financial documents are accepted; one for employee and one for spouse/domestic partner, showing the same mailing address, dated within the past 6 months.

**Spouse** – Government issued marriage certificate & proof of joint ownership required. If married within the past 12 months, only the government issued marriage certificate is required.

- **Proof of marriage:** Government issued marriage certificate
- **Proof of joint ownership:** Financial document (must be dated within the past six months; dollar amounts & account numbers may be blacked out.) Examples:
  - Mortgage statements
  - Credit card statements
  - Bank statements
  - First page of federal tax return (within past two years; dollar amounts, and SSN’s blacked out)

**Domestic partner:**

- **Proof of domestic partnership:** Affidavit of domestic partnership or government issued domestic partnership registration
- **Proof of joint ownership:** Financial document (must be dated within the past six months; dollar amounts & account numbers may be blacked out.) Examples:
  - Mortgage statements
  - Credit card statements
  - Bank statements

## Dependent requirement rules

**Children** –

- Government issued birth certificate listing employee as parent

**Stepchildren** –

- Parent of child must be verified using the docs listed above for spouse or Domestic Partner
- Government issued birth certificate listing spouse or domestic partner as parent

**Adopted children** –

- Adoption placement agreement (including child’s date of birth) or petition for adoption (including child’s date of birth)
- Adoption certificate (listed child’s date of birth)

**Legal ward** –

- Government issued birth certificate
- Court ordered document of legal custody