

What documents will I need to prove eligibility for my dependents?

Legally Married Spouse

1. Your most recent Federal Tax Return. Financial information should be blacked out.

OR

2. Marriage Certificate AND Proof of Joint Ownership. A mortgage or bank statement, property tax bill or rental/lease agreement which must be dated after 9/1/2011, and must include both the employee's name and the spouse's name.

Common Law Spouse

3. Texas Declaration of Informal/Common Law Marriage from the County where the marriage was recognized or recorded.

OR

4. Your most recent Federal Tax Return AND Proof of Joint Ownership. A mortgage or bank statement, property tax bill or rental/lease agreement which must be dated after 9/1/2011, and must include both the employee's name and the spouse's name.

Biological Child

5. Birth Certificate

OR

6. Documentation on hospital letterhead indicating the birth date of the child or children under 6 months old.

Adopted Child

7. Official court/agency placement papers (initial stage)

OR

8. Official Court Adoption Agreement for an Adopted Child (mid-stage)

OR

9. Birth Certificate (final stage)

Foster Child

10. Official Court or Agency Placement papers

Legal Guardianship or Managing Conservatorship

11. Court Order establishing the appropriate legal relationship.

Stepchild

12. Child's Birth Certificate showing the child's parent as the employee's spouse, **AND** Marriage Certificate showing legal marriage or the Texas Declaration of Informal/Common Law Marriage between employee and child's parent

Grandchild

13. A document that shows the child's address is the same as the employee's address. Proof of residency must be an official document in the form of:
 1. **For school age children:** current year school records for grandchildren of school age and/or a valid driver's license for grandchildren of driving age.

OR

2. **For non-school age children:** currently dated federal or state benefit assistance program record based on residence (such as Medicaid), a court record establishing residence, a copy of the daycare record on the daycare's letterhead or the part of the social security card with the home address of the child for children not of school age.

A tax return is NOT proof of residency for a grandchild and will NOT be accepted as appropriate documentation.