

## Documents required to verify eligible dependents

### Legal spouse

Marriage certificate + Employer Verification Form (if enrolled in medical) + joint document\*

### Domestic partner

Oregon certificate/domestic partner registration + Employer Verification Form (if enrolled in medical) + joint document\*

### Unregistered domestic partner

Complete the "Unregistered domestic partner" form + Employer Verification Form (if enrolled in medical) + joint document\*

### Children

#### Biological child, stepchild, adopted child, or domestic partner's child under age 26

- Birth certificate or court document
  - If you don't have the birth certificate, you may submit the page(s) of any court document that shows the parent and child's names, identifies the court, county or state, date of the action, and the filing record with a signature and/or a stamp by a member of the court.
  - If your name is not listed on the birth certificate, please also submit a photocopy of your marriage certificate, or confirm your partnership if not already provided.

#### Disabled child age 26 and over

- Birth certificate or court document + a copy of your prior year federal income tax return claiming the child (front page only)

#### Legal guardianship of a child under age 18

- Court order of guardianship that is signed or stamped by a member of the court

**\*Acceptable joint documents:** *Utility bill, mortgage statement, auto insurance statement, property tax statement or prior year federal income tax form 1040. Joint documentation is an item addressed to both parties and dated within the last 90 days.*

**New employees:** Bring required documents with you on your first day or email your documents to [benefits@saif.com](mailto:benefits@saif.com). You have 30 days from your hire date to provide these documents to Human resources.

**Qualifying life events:** You have 30 days from the qualifying life event to provide the required documents to Human resources. Email your documents to [benefits@saif.com](mailto:benefits@saif.com).

**If you don't have a required certificate/document, please order it immediately.** The CDC website (<http://www.cdc.gov/nchs/w2w.htm>) can help you with ordering documents. There may be non-reimbursable costs associated with obtaining new copies. If you must order a required document and it takes longer than 30 days to arrive, submit the receipt to [benefits@saif.com](mailto:benefits@saif.com) and provide the documentation once it arrives.

**Questions:** contact [benefits@saif.com](mailto:benefits@saif.com)