

**Submit Required Documentation for Spouse EACH YEAR**

Spouse	<ul style="list-style-type: none"><li>• Marriage Certificate if married in current year, otherwise prior calendar year Tax Return (black out financial information and all but the last 4-digits of your SSN). This is required for medical and dental.</li><li>• Spousal Eligibility Questionnaire is completed online. The system will prompt you if you need to upload a Spousal Employer Verification Form.</li></ul>
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**Submit the Following Required Documentation ONE TIME  
Unless Documents Have Changed**

Birth Child	Copy of Birth Certificate
Adopted Child	Copy of legal adoption documentation
Legal Guardianship for Child	Copy of proof of legal guardianship or "Qualified Child Medical Support Order" (QCMSO)
Step Child	Copy of divorce decree to identify primary medical coverage for dependent and Birth Certificate
Disabled Dependent	"Disability Certification for Dependent Children" (Obtain on Benelogic website) and Birth Certificate