

## Documentation Requirements and Important Notes

**Vital Records Request:** It can take 4-8 weeks for vital records to be processed in some states and countries. Order your documentation early in the verification process to ensure receipt.

**Photocopying Vital Records:** Some states and county clerk offices prohibit the copying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

## Documentation Required for Unverified Dependents

To verify your dependent	Documentation Options for Verifying Eligibility
<b>Spouse</b>	Marriage Certificate
<b>Domestic Partner</b>	Affidavit of Domestic Partnership <b>and</b> Proof of Joint Ownership (bank statement; credit card bill; vehicle financing statement or title, mortgage/lease statement or deed; utility bill)
<b>Child</b> (includes Domestic Partner Child, Step-Child, and Legal Guardianship Child)	<p>Submit a copy of one of the following:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Final Decree of Adoption</li> <li>• Legal Guardian Court Appointment Document for a child (1) for whom you or your Spouse are the legal guardian and (2) whose parents (a) are deceased, (b) are incarcerated, or (c) have relinquished their parental rights of such child either legally or through abandonment</li> </ul> <p><u>Child:</u> Documentation must display the employee as a parent of the child.</p> <p><u>Step-child/DP Child:</u> Documentation must display a verified spouse or domestic partner as a parent of the child. Please provide documentation to verify your spouse or domestic partner if they are currently not verified in the bswift system.</p> <p><u>Legal Guardianship Child:</u> Documentation must display the employee as the legal guardian of the child.</p>

## Documentation Required for Verifying Life Events

To verify your life event	Documentation Options for Verifying Eligibility
<b>Birth</b>	<p>Submit a copy of one of the following:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Hospital Birth Record (if Birth Certificate cannot be retrieved within 30 days)</li> </ul>
<b>Marriage/Marriage – Change Domestic Partner to Spouse</b>	Marriage Certificate
<b>Adoption/Legal Guardianship</b>	Final Decree of Adoption or Adoption Placement Agreement

<b>Divorce/Legal Separation</b>	Divorce Decree or Legal Separation Agreement
<b>Addition of Domestic Partner</b>	Affidavit of Domestic Partnership
<b>Removal of Domestic Partner</b>	Termination of Domestic Partnership Affidavit
<b>Loss of Employee/Spouse/Child Benefit Eligibility Elsewhere</b>	Official letter from employer or insurance provider indicating individual(s) who was/were covered, and date coverage ended (Life Event Date should match the date coverage elsewhere ended)
<b>Gain of Employee/Spouse/Child Benefit Eligibility Elsewhere</b>	Official letter from employer or insurance provider indicating individual(s) who is/are covered, and date coverage began (Life Event Date should match the date coverage elsewhere began)
<b>Loss of Employee/Child's Medicaid/CHIP Coverage</b>	Letter from Medicaid/CHIP indicating individual(s) who was/were covered, and date coverage ended (Life Event Date should match the date coverage elsewhere ended)
<b>Gain of Employee/Child's Medicaid/CHIP Coverage</b>	Letter from Medicaid/CHIP indicating individual(s) who is/are covered, and date coverage began (Life Event Date should match the date coverage elsewhere began)