

Dependent Documentation

The following is a list of required dependent documents:

Plan	Dependents	Eligibility	Required Documentation
FEHB Only	All		<ul style="list-style-type: none"> • Proof of loss of other coverage (must be within 60 days of life event) • SF2809 attached completed listing all eligible family members that will be insured
FEHB Only	Spouse	Your legally married spouse	<ul style="list-style-type: none"> • Proof of continuous marriage <ul style="list-style-type: none"> ▪ Married less than 12 months: copy of government-issued marriage certificate ▪ Married 12 months or more: copy of government-issued marriage certificate and one of the following sets of documents listing spouse: <ul style="list-style-type: none"> • Front page of most recent tax year's Federal or state tax return; or • Proof of common residency and proof of financial interdependency ▪ Common law marriage: must be initiated in a state that recognizes common law marriage <ul style="list-style-type: none"> • A court order or judgment from the initiating state recognizing the marriage; or • Your signed declaration. Consult your employing office for details about what the declaration should include AND • The first page of your most recent tax return; or • Proof of common residency and proof of combined finances
MetLife Only	Spouse	Your legally married spouse	<ul style="list-style-type: none"> • Photocopy of marriage certificate registered through the county or state in which you were married
MetLife Only	Domestic Partner	As defined in the Meritain Health Summary Plan Description (SPD)	<ul style="list-style-type: none"> • Completed Affidavit of Domestic Partnership and Declaration of Tax Status Form
FEHB & MetLife	Child(ren)	<p>An eligible dependent child is defined as "child(ren)" up to age 26 regardless of whether or not they are:</p> <ul style="list-style-type: none"> • Married • Living with you • In school • Financially dependent on you 	<ul style="list-style-type: none"> • Natural Child – Photocopy of birth certificate showing the name of the employee • Step Child – Photocopy of birth certificate showing the name of the employee's spouse or partner as a parent and a photocopy of the marriage/partnership certificate showing the names of the employee and spouse/partner • Legal Guardian, Adoption, Grandchild(ren), or Foster Child(ren) – Photocopy of Affidavits or Dependency, final Court Orders with the presiding judge's signature and seal, or Adoption Final Decree with the presiding judge's signature and seal
FEHB & MetLife	Dependent Child(ren) with Disabilities	Any dependent child who is unable to earn their own living because of a mental or physical disability which started prior to the date they reached the maximum age for dependent children; and they depend on the plan participant for their principal support or maintenance	<ul style="list-style-type: none"> • Photocopy of documentation as noted above for the child(ren) dependents and written verification of disability by a Physician