

Dependent Verification

All dependents must be verified when added to an employee’s account. An employee must submit valid dependent verification (DV) before the dependent(s) can be enrolled. An employee must submit valid DV to his or her agency’s personnel, payroll, or benefits office no later than:

New Employee: 31 days after the date of eligibility
Special Open Enrollment Event: 60 days after the date of the event

An eligible dependent is defined in WAC 182-12-260.

Dependent	Documents
Spouse (including same-sex spouse)	<ul style="list-style-type: none"> • The most recent year’s Federal Tax Return filed jointly that lists the spouse (black out financial information); OR • The most recent subscriber’s and spouse’s Federal Tax Return if filed separately (black out financial information); OR • Proof of common residence (e.g. a utility bill) and Marriage certificate;* OR • Proof of financial interdependency (e.g. bank statement—black out financial information) and Marriage certificate;* OR • Petition for Dissolution of Marriage (Divorce); OR • Legal Separation notice; OR • Defense Enrollment Eligibility Reporting System (DEERS) registration
Registered Domestic Partner or Partner of a Legal Union	<ul style="list-style-type: none"> • Proof of common residence (e.g. a utility bill) and certificate/card of state- registered domestic partnership or legal union;* OR • Proof of financial interdependency (e.g. bank statement) (black out financial information) and certificate/card of state-registered domestic partnership or legal unions;* OR • Petition for invalidity (annulment) of a domestic partnership or legal union; OR • Petition for dissolution of domestic partnership or legal union; OR • Legal separation notice of domestic partnership or legal union
Children (up to age 26)	<ul style="list-style-type: none"> • The most recent Federal Tax Return that includes the child(ren) as a dependent and listed as a son or daughter (black out financial information); OR • Birth certificate (or hospital certificate with the child’s footprints on it) showing the name of parent who is the subscriber, the subscriber’s spouse, or the subscriber’s registered domestic partner;** OR • Certificate or decree of adoption; OR • Court ordered parenting plan; OR • National Medical Support Notice; OR • Defense Enrollment Eligibility Reporting System (DEERS) registration

Notes

1. Copies of all the documents referenced within this table are acceptable.
 2. Other documents may also be used to show proof of common residence or financial interdependency.
 3. All documents must be submitted in English. Documents written in a foreign language must be accompanied by a translated copy produced by a professional translator and certified with a notary public seal.
- *If within 2 years of marriage, state-registered domestic partnership, or establishment of a legal union then only the marriage certificate or certificate/card of state-registered domestic partnership or legal union is required.
- **If dependent is stepchild of the subscriber, the spouse/partner must also be verified in order to enroll the child even though the spouse/partner may not be enrolling in coverage.