Dependent Verification (PEBB Policy 31-1)

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.

Extended dependent children are certified through the process described in WAC 182-12-260, WAC 182-12-262, and PEBB Program Administrative Policy 37-1 for PEBB eligibility.

<table>
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<th>Dependent</th>
<th>Documents</th>
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| **Spouse** (including same-sex spouse) | • The most recent year’s Federal Tax Return filed jointly that lists the spouse (black out financial information); OR  
• The most recent year’s Federal Tax Return for the subscriber and the spouse if filed separately (black out financial information); OR  
• Marriage Certificate and evidence that the marriage is still valid (e.g. a utility bill within the last 6 months showing both your and your spouse’s name, a bank statement within the last 6 months – black out financial information – showing both your and your spouse’s name); OR  
• Petition for Dissolution/Invalidity of marriage; OR  
• Legal Separation notice; OR  
• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR  
• Valid J-1 or J-2 visa issued by the US Government |
| **State Registered Domestic Partner or Partner of a Legal Union** | • A certificate/card of state registered domestic partnership or legal union and evidence that the partnership is still valid. (e.g., a utility bill within the last 6 months showing both your and your partner’s name, a bank statement within the last 6 months – black out financial information – showing both your and your partner’s name); OR  
• Petition for invalidity (annulment) of a state registered domestic partnership or legal union; OR  
• Petition for dissolution/invalidity of a state domestic partnership or legal union; OR  
• Legal separation notice of a state registered domestic partnership or legal union; OR  
• Valid J-1 or J-2 visa issued by the US Government |
| **Children** | • The most recent year’s Federal Tax Return that includes the child(ren) as a dependent (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 |

*See PEBB Program Administrative Policy 37-1.
- Certificate or decree of adoption showing the name of the parent who is the subscriber, the subscriber’s spouse, or the subscriber’s state registered domestic partner; OR
- Court ordered parenting plan; OR
- National Medical Support Notice; OR
- Defense Enrollment Eligibility Reporting System (DEERS) registration; OR
- Valid J-2 visa issued by the US Government

**Notes**

1. Copies of all the documents referenced within this table are acceptable.
2. Other documents, as approved by the PEBB Program, may be used for dependent verification.
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 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.