

DEFINITIONS AND REQUIRED DOCUMENTS

DEPENDENT TYPE	DEFINITION	REQUIRED DOCUMENT(S) (COPIES ONLY, NO ORIGINAL DOCUMENTS)
Spouse	A current legal spouse as recognized by federal law or your primary residence. A legally separated or ex-spouse is not an eligible dependent.	• Marriage Certificate AND ONE of the following tax documents: • Page 1 and signature page of member's 2011 Federal Income Tax Return (1040, 1040A or 1040EZ) as filed with the IRS listing the spouse • Page 1 and Certificate of Electronic Filing or transmission page of member's 2011 Federal Income Tax Return (1040, 1040A or 1040EZ) as filed with the IRS listing the spouse • IRS Transcript of member's 2011 Federal Income Tax Return (1040, 1040A or 1040EZ) OR ONE of the following documents to show marriage is still current (Note: if document lists SPOUSE ONLY the document must reflect an address, and the address must be the same as the address on file for the member): • Current mortgage statement, home equity loan, or lease agreement • Current Property Tax documents • Automobile registration that is currently in effect • Current credit card or account statement • Current utility bill • Current designation as the primary beneficiary for life insurance or retirement benefits, or primary beneficiary designation under a member's will • Assignment of a durable property power of attorney or health care power of attorney • Valid government-issued ID NOTE: "Current" is defined as within the last 12 months.
Domestic partner	A domestic partner is eligible for coverage provided that the member and the domestic partner meet <u>all</u> of the following criteria: • Are each other's sole domestic partner, and intend to remain so indefinitely; • Are not married to or legally separated from anyone else nor have had another domestic partner within the prior twelve (12) months; • Are both at least eighteen (18) years of age and mentally competent to consent to contract; • Are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which they reside; • Cohabit and reside together in the same residence and intend to do so indefinitely and have resided in the same household for at least twelve (12) months; • Are engaged in a committed relationship of mutual caring and support and are jointly responsible for common welfare and living expenses; • Neither partner is in the relationship solely for the purpose of benefits coverage.	• Sample Company Declaration of Domestic Partnership AND ONE of the following documents to show domestic partnership is still current (Note: if document lists DOMESTIC PARTNER ONLY the document must reflect an address, and the address must be the same as the address on file for the member): • Current mortgage statement, home equity loan, or lease agreement • Current Property Tax documents • Automobile registration that is currently in effect • Current credit card or account statement • Current utility bill • Current designation as the primary beneficiary for life insurance or retirement benefits, or primary beneficiary designation under a member's will • Assignment of a durable property power of attorney or health care power of attorney • Valid government-issued ID NOTE: "Current" is defined as within the last 12 months.

DEPENDENT TYPE	DEFINITION	REQUIRED DOCUMENT(S) (COPIES ONLY, NO ORIGINAL DOCUMENTS)
Biological (natural) child up to age 26	Your biological (natural) children.	☐ Birth Certificate (issued by a state, county, or vital records office)
Adopted child up to age 26	Your legally adopted child or a child placed with you in anticipation of legal adoption.	ONE of the following legal documents: • Certificate of adoption (court documents) signed by a judge showing that the member has adopted the child • Papers from the adoption agency showing intent to adopt • International adoption papers from country of adoption • Birth Certificate (issued by a state, county or vital records office naming the adopted parents)
Stepchild up to age 26	Your stepchild. You must be married to the child's biological (natural) parent.	BOTH of the following documents: • Marriage Certificate (indicating member's spouse is married to member) • Birth Certificate of stepchild (issued by a state, county or vital records office) listing spouse
Domestic partner's child up to age 26	Your domestic partner's biological (natural) child. You must be the domestic partner of the child's biological (natural) parent.	☐ Birth Certificate (issued by a state, county, or vital records office) listing the domestic partner as a parent
Child for whom the member has become legal guardian	A child for whom the member has become the child's court-ordered guardian or has been awarded legal and physical custody of the child pursuant to a valid court order. The maximum age limit is 18 years of age.	☐ Court documents signed by a judge verifying legal custody of the child
Child for whom the Plan has received a Qualified Medical Child Support Order	Any recognized children you are required to cover under the plan due to a Qualified Medical Child Support Order (QMCSO).	ONE of the following documents: • Court documents signed by a judge • Medical support orders issued by a State agency
Disabled dependent	Your (or your spouse/domestic partner's) child of any age who is not able to be self-supporting because of mental retardation or physical handicap and depends mainly on you for support, provided the child was disabled before reaching age 26 and while you were covered under this Plan. You will need to provide proof of the child's incapacity and dependency within 31 days of the date coverage would otherwise have ended because the child reached a certain age. Before the Claims Administrator agrees to this extension of coverage for the child, the Claims Administrator may require that a physician chosen by the Plan examine the child at no charge to you. The Claims Administrator may continue to ask for proof that the child continues to meet these conditions of incapacity and dependency. Such proof might include medical examinations conducted at the Plan's expense. However, this information will not be requested more than once a year.	☐ You must submit the required document(s) for one of the dependent categories as noted above, as proof that the dependent is your child or the child of you or your spouse/domestic partner

RESOURCES TO OBTAIN DOCUMENTS:

NOTE: If your legal documents are in a foreign language please include a notarized translation in English.

- Birth Certificates & Marriage Licenses: <http://www.cdc.gov/nchs/w2w.htm> (click on your State for details)
- Declaration of Domestic Partnership[URL] or contact Secova at [PHONE NUMBER]
- IRS Transcripts: Contact the IRS at 1-800-908-9946 or order a copy online at: <http://www.irs.gov/individuals/article/0,,id=232168,00.html>
- Children born outside the United States: http://travel.state.gov/passport/get/first/first_825.html

If you have questions, please call Secova toll-free at [PHONE NUMBER]. Representatives are available [HOURS/DAYS OF OPERATION]. Your call is confidential.

