

Dependent Verification

Definition of Acceptable Documents

Use the chart below to determine what documentation you need to submit to Empyrean to verify your spouse and/or child as your dependent. **Documentation can be uploaded within your enrollment event or from the homepage alert after you've completed your enrollment.**

Type of Dependent	Acceptable Documentation to Submit
	<i>Copies Only, No Originals</i>

Spouse

ONE (1) of the following:

- Marriage certificate
- Page 1 of the most current federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) listing spouse**

AND

Any ONE (1) of the following:

- Driver's licenses or passport or other state issued identification for **BOTH** employee **and** spouse.
- Current mortgage statement or other proof of joint ownership of the home*
- Current rent/lease agreement*
- Auto/homeowners' insurance currently in effect*
- Immigration papers (if marital status is listed)
- Utility bills, with same address currently in effect*

Domestic Partner

Domestic Partner registry certificate

OR

AND

Any ONE (1) of the following:

- Driver's licenses or other state issued identification for **BOTH** employee **and** Domestic Partner with matching addresses
- Driver's license of Domestic Partner only if the address matches that on file
- Current mortgage statement or other proof of joint ownership of the home*
- Current rent/lease agreement*
- Page 1 of the most current tax return listing Domestic Partner**
- Auto/homeowners' insurance currently in effect*
- Immigration papers (if marital status is listed)
- Utility bills, with same address currently in effect*

Any TWO (2) of the following: (If NO domestic partner certificate)

- Driver's licenses or other state issued identification for **BOTH** employee **and** Domestic Partner with matching addresses
- Driver's license of Domestic Partner only if the address matches that on file
- Current mortgage statement or other proof of joint ownership of the home*
- Current rent/lease agreement*
- Page 1 of the most current state tax return listing Domestic Partner**
- Auto/homeowners' insurance currently in effect*
- Immigration papers (if marital status is listed)
- Utility bills, with same address currently in effect*

<p>Child</p> <ul style="list-style-type: none"> ○ Biological <ul style="list-style-type: none"> • Including Disabled child(ren) over age 26 	<p><u>ONE (1) of the following:</u></p> <ul style="list-style-type: none"> ○ Long-form birth certificate (copy of original) *** ○ Short-form birth certificate (copy of original) ○ Paternity/maternity test (notarized) ○ Report of Birth Abroad of a U.S. Citizen ○ Hospital record/certificate of birth with both parents' name**** 	<p>OR</p>	<p><u>Any TWO (2) of the following:</u></p> <ul style="list-style-type: none"> ○ Baptismal certificate ○ Page 1 of the most current federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) listing spouse, domestic partner ** ○ Family registry (foreign births only)
<p>Child</p> <ul style="list-style-type: none"> ○ Adopted ○ Foster (Permanent Placement) ○ Child of Domestic Partner ○ Legal guardianship <ul style="list-style-type: none"> • Including Disabled child(ren) over age 26 	<p><u>ONE (1) of the following:</u></p> <ul style="list-style-type: none"> ○ Reissued birth certificate (listing adoptive parent names) ○ Adoption papers ○ Birth certificate of Domestic Partner Child listing Domestic Partner's name (<i>DP parent must be verified based on required documentations in Domestic Partner section</i>) ○ Court-approved Guardianship document ○ Court-approved Custodianship document 	<p>OR</p>	<p><u>Any TWO (2) of the following:</u></p> <ul style="list-style-type: none"> ○ Baptismal certificate ○ Page 1 of the most current federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) listing spouse ** ○ Family registry (foreign births only)
<p>Stepchild</p> <ul style="list-style-type: none"> • Including Disabled child(ren) over age 26 	<p><u>ONE (1) of the following:</u></p> <ul style="list-style-type: none"> ○ Long-form birth certificate (copy of original) *** ○ Short-form birth certificate (copy of original) ○ Reissued birth certificate (listing adoptive parent names) ○ Paternity/maternity test (notarized) ○ Adoption papers ○ Report of Birth Abroad of a U.S. Citizen ○ Divorce decree showing children born to the marriage ○ Court-approved Guardianship ○ Court-approved Custodianship document 	<p>OR</p>	<p>AND Marriage Certificate</p> <p><u>Any TWO (2) of the following:</u></p> <ul style="list-style-type: none"> ○ Baptismal certificate ○ Page 1 of the most current federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) listing spouse ** ○ Family registry (foreign births only)

Documentation can be uploaded within your enrollment event or from the homepage alert after you've completed your enrollment.

Submit dependent verification documentation within 30 days of your new hire or event date.

- **Upload online** (preferred method) on the Emyrean Enrollment Platform (www.EnrollMyRHBenefits.com)
- **Fax:** 855.213.5201
- **Mail:** Emyrean Robert Half Benefits Service Center
P.O. Box 938
Bellaire, TX 77402

If you need assistance, please contact the Benefits Service Center at 855.744.2363 (855.RHI.BENE)

* You may submit one document displaying both names or two **different** documents (one in the employee's and one in the spouse's/Domestic Partner's name) with matching addresses.

** To protect your privacy, black out Social Security numbers and all financial information or monetary amounts appearing on any document submitted and write "Not for Official Use" on all documents.

*** A long-form birth certificate includes the name of at least one parent covered under the company's medical, dental and/or vision plans.

**** Document is required to have branding or header from the issuing party