

Dependent Eligibility Verification

Documents Required for Dependents Covered on BCM Benefit Plans:

Relationship	Acceptable Proof of Relationship
Spouse	Marriage Certificate / State Issued Marriage License
Informal Spouse (formerly known as Common Law Spouse)	Declaration of Registration of Informal Marriage
Domestic Partner	Domestic Partner Affidavit
Child under age 26 – natural or adopted	Birth Certificate / Adoption Decree / Verification Letter from Adoption Agency/ Birth Facts
Step Child under age 26	Birth Certificate / Adoption Decree / Birth Facts AND Marriage Certificate / State Issued Marriage License / Declaration of Registration of Informal Marriage to demonstrate the BCM employee and biological parent are married
Unmarried Disabled Child age 26 or older	Birth Certificate / Adoption Decree/ Birth Facts AND letter from the primary treating physician certifying permanent disability
Legal Guardian	Employee named as guardian: Birth Certificate / Birth Facts AND Court Order with judge's signature awarding guardianship to employee Employee's spouse named as guardian: Birth Certificate / Birth Facts AND Court Order with judge's signature awarding guardianship to employee's spouse AND Marriage Certificate / State Issued Marriage License / Declaration of Registration of Informal Marriage to demonstrate the relationship between BCM employee and the named guardian
Child required to be covered by Qualified Medical Child Support Order (QMCSO)	If BCM employee is ordered to carry insurance on his/her biological child: Birth Certificate / Adoption Decree/ Birth Facts AND QMCSO document If current spouse of the BCM employee is ordered to carry child on health insurance: Birth Certificate / Adoption Decree / Birth Facts AND QMCSO document AND Marriage Certificate / State Issued Marriage License / Declaration of Registration of Informal Marriage to demonstrate relationship between BCM employee and the person required to carry health care coverage
Foster Child	Court Order with judge's signature awarding temporary guardianship to BCM employee.