



Office of Employee Benefits  
7 E. Redwood Street, 20<sup>th</sup> Floor, Baltimore, MD 21202

## Dependent Eligibility & Required Documentation

### Ongoing Enrollment & Open Enrollment

#### *For Newly Added Dependents*

Eligible Dependent Relationships To Employee/Retiree	Dependent Eligibility Criteria	Documentation For Verification of Relationship (Provide Copy Of)
<b>Legal Spouse</b>	<ul style="list-style-type: none"> <li>Legally married as recognized by the laws of the State of Maryland or in a jurisdiction where such marriage is legal</li> </ul>	<p>Official Court-Certified State Marriage Certificate (must be certified and dated by the appropriate state or County official, such as the Clerk of Court):</p> <ul style="list-style-type: none"> <li>✓ From the court in the County or City in which the marriage took place; or</li> <li>✓ From the Maryland Division of Vital Records; or</li> <li>✓ From the Department of Health and Mental Hygiene (DHMH) website <a href="http://www.dhmh.maryland.gov">www.dhmh.maryland.gov</a> (click Online Services) or <a href="http://www.vitalchek.com">www.vitalchek.com</a></li> </ul>
<b>Children</b> <ul style="list-style-type: none"> <li><b>Birth</b></li> <li><b>Adoption</b></li> <li><b>Stepchild</b></li> <li><b>Permanent Guardianship</b></li> <li><b>Grandchild</b></li> <li><b>Medical Child Support Order</b></li> <li><b>Disabled Child (At Age 26 as of December 31)</b></li> </ul>	<ul style="list-style-type: none"> <li>Under age 26 as of December 31</li> <li>Required to reside in your home</li> <li>May be married or unmarried</li> <li>Provide 100% of Economic Support</li> <li>Over age 26 and incapable of self-support due to mental or physical incapacity incurred prior to age 26</li> </ul>	<ul style="list-style-type: none"> <li><b>Birth:</b> Official State Birth Certificate with name of employee/retiree as child’s parent</li> <li><b>Adoption:</b> Official Court Documents &amp; Official State Birth Certificate</li> <li><b>Stepchild:</b> Official Court-Certified State Marriage Certificate &amp; Official State Birth Certificate with name of spouse of employee/retiree as child’s parent</li> <li><b>Permanent Guardianship:</b> Official Court Documents signed by a judge &amp; Official State Birth Certificate</li> <li><b>Grandchild:</b> Official State Birth Certificate of your child and grandchild showing line of relationship, recent Income Tax Return claiming grandchild and the “Certification of Economic Support For Grandchild Form” (Posted on website under FORMS &amp; PLAN DOCUMENTS)</li> <li><b>Medical Child Support Order:</b> Official Medical Child Support Order requiring employee/retiree to provide health coverage signed by the child support officer or judge</li> <li><b>Disabled Child:</b> Original Disability Questionnaire Form (Posted on website under FORMS &amp; PLAN DOCUMENTS)</li> </ul>