



Chatham County Dependent Eligibility Verification

Chatham County requires the verification of all dependents prior to enrollment in vision, dental or health plans. These documents are required for the addition of any new dependent to our plan(s), including Open Enrollment, Life Events and upon new hire.

The following is a list of documents that satisfy eligibility requirements:

Dependent children – Documents must link the child to the employee, or to the legal spouse of the employee. **One** of the following documents satisfies eligibility for a dependent child:

- Government issued birth certificate
- Adoption Certificate or Placement Agreement
- Guardianship or Custody order bearing the signature of a Judge
- A Federal or State Government issued Qualified Medical Child Support Order

Dependent Spouse – Enrollment for a dependent spouse requires proof of Marriage AND Proof of Joint Ownership. To enroll your dependent spouse, you must submit a copy of a government issued marriage certificate AND one of the documents from the Proof of Joint Ownership section below:

A - Proof of Marriage

Copy of a Government issued Marriage Certificate

B – Proof of Joint Ownership

*Note: You may remove financial information from these documents prior to submission.
All documents must be less than 90 days old, with the exception of most recent tax year documents.*

Mortgage statement	Property Tax bill or statement
Bank statement for an active account	Current-year state tax return
Active lease agreement	Current-year mortgage
Homeowners Insurance	Warranty deed
Renters Insurance	Auto loan
Credit card statement	Current-year federal tax return

X

Signature of Employee

Printed Name

Date