

# Supporting Documentation for Insurance Enrollments



Below is a list of acceptable documentation to prove the relationship of dependents you are adding to insurance coverage. Any documentation that is in a language other than English must be completely translated into English and should be certified with a letter of accuracy from the translator. If you mail documentation to PEBA, submit photocopies only, as PEBA cannot return mailed documentation. Do not use a highlighter on submitted documents, because highlighted items appear blacked out when they are scanned. If you do not have the required documentation, you might have to pay a fee to receive it from the governmental agency with the original. We encourage you to request your documentation as soon as possible, since this process could take several weeks, and many agencies increase fees for expedited delivery.<sup>1</sup>

- Marriage license or birth certificate: [www.cdc.gov/nchs/w2w.htm](http://www.cdc.gov/nchs/w2w.htm).
- Birth certificate (for children born in South Carolina): [www.scdhec.gov/VitalRecords](http://www.scdhec.gov/VitalRecords).

## Legal spouse

Marriage license or Page 1 of your latest federal tax return if filing jointly.

## Foster child

A court order or other legal document placing the child with the subscriber, who is a licensed foster parent.

## Former spouse

Photocopy of divorce decree ordering the subscriber to cover the former spouse.

## Other children

For all other children for whom a subscriber has legal custody, a court order or other legal document granting custody of the child to the subscriber. Documentation must verify the subscriber has guardianship responsibility for the child, not just financial responsibility.

## Natural child

A copy of a long-form birth certificate<sup>2</sup> showing the subscriber as the parent.

## Incapacitated child

Incapacitated Child Certification form plus proof of relationship. See the appropriate child type (natural, step, adopted, foster or other) for acceptable proof of relationship.

## Stepchild

A copy of the long-form birth certificate<sup>1</sup> showing the name of the natural parent, as well as proof that the natural parent and the subscriber are married (see Legal spouse requirement).

1 In some cases, you might not have the appropriate documentation before the enrollment deadline. If the deadline to enroll is nearing, submit the election of benefits without the documentation before the deadline, and then submit the documentation as soon as it is available.

2 A short-form birth certificate does not include the parents' names and will not be accepted. Your local S.C. Department of Health and Environmental Control office issues long forms. Visit [www.scdhec.gov/VitalRecords](http://www.scdhec.gov/VitalRecords) for more information. If your child was born outside of South Carolina, go to [www.cdc.gov/nchs/w2w.htm](http://www.cdc.gov/nchs/w2w.htm) for a list of vital statistics agencies in other U.S. states and territories.

## Adopted child

- A copy of the long-form birth certificate<sup>1</sup> showing the subscriber as the parent; or
- Court documentation verifying completed adoption; or
- A letter of placement from an adoption agency, an attorney or the S.C. Department of Social Services verifying the adoption is in progress.

