

Dependent Eligibility Documentation

Carnegie Mellon University Benefits will email you a request to verify your dependents. The request will include *this* document and how and where to send your documentation.

- Obtaining replacement marriage/birth certificate is your responsibility and takes time. Copies may be available from the United States Department of Vital Records for the state where the marriage/birth took place. The National Center for Health Statistics may provide contact information for replacing Vital Records: <http://www.cdc.gov/nchs/w2w.htm>
- Foreign Language Documents: The employee is responsible to provide an English translation.
- Dental, Vision, and Dependent Life Insurance*: **Full time student status is required between ages 19-23.** Documentation must include the full name of the student and identify the school, dates of attendance or specific reference to the current school term (e.g. Fall 2012), and a confirmation statement of full-time status or equivalent credit hours (usually 12 undergraduate or 9 graduate hours). A Tuition Statement is acceptable only if it lists all requirements.

Dependent's Relationship to You	Age Limit	Required Documentation	Document Resources
Spouse	N/A	Marriage Certificate	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder
Registered Domestic Partner	N/A	Registration Statement for Domestic Partnership	http://www.cmu.edu/hr/benefits/benefit_admin/partners.html
Natural Child(ren)	Medical: to age 26, Dental, Vision, Dependent Life: to age 19, Age 19-23*	Birth Certificate	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder
Step Child(ren)	Medical: to age 26, Dental, Vision, Dependent Life: to age 19, Age 19-23*	Birth Certificate and Marriage Certificate	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder
Adopted Child(ren)	Medical: to age 26, Dental, Vision, Dependent Life: to age 19, Age 19-23*	Final adoption decree or Placement letter from court or Adoption Agency for pending adoption(s) and related legal document that establishes birth date	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder
Foster Child(ren)	Up to age 19-All Plans	Court assignment or Agency order establishing relationship or Proof of State Licensing or Approval of Foster children status and related legal document that establishes birth date	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder

Dependent's Relationship to You	Age Limit	Documentation	Document Resources
Child(ren) for whom you are a legal guardian	Up to age 19-All Plans	Court Assignment or Agency order establishing legal guardianship and related legal documents that establish relationship and birth date	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder
Child(ren) of your Registered Domestic Partner, who depend on your support and lives with you in a regular parent/child relationship	Medical: to age 26, Dental, Vision, Dependent Life: to age 19, Age 19-23*	Registration Statement for Domestic Partnership and Birth certificate and most recent Federal Tax Return	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder http://www.cmu.edu/hr/benefits/benefit_admin/partners.html
Adopted Child(ren) of your Registered Domestic Partner, who depend on your support and lives with you in a regular parent/child relationship	Medical: to age 26, Dental, Vision, Dependent Life: to age 19, Age 19-23*	Registration Statement for Domestic Partnership and Birth certificate or Final Adoption decree or Placement letter from court or adoption agency for pending adoptions	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder http://www.cmu.edu/hr/benefits/benefit_admin/partners.html
Child(ren) for whom your Registered Domestic Partner is the legal guardian	Up to age 19-All Plans	Registration Statement for Domestic Partnership and Birth certificate and Court assignment or Agency order establishing legal guardianship	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder http://www.cmu.edu/hr/benefits/benefit_admin/partners.html
Child(ren) for whom the court has issued a Qualified Medical Child Support Order (QMCSO)	Up to age 19- All plans	Qualified Medical Child Support Order (QMCSO). If already sent to CMU Benefits, indicate who it was sent to.	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder
Unmarried children dependent on you for primary financial support and maintenance due to a physical or mental disability, incapable of self support, and disability existed before age 19	Over 19- All plans	Birth Certificate or other document supporting the relationship and proof of the disability from your child's medical plan. Your medical carrier determines the child's disability status.	http://www.cdc.gov/nchs/w2w.htm County Clerk/Recorder