

DOCUMENTATION TO SUBMIT:

Spouse (Two documents required, one from section A and one from section B)

Document A

- Government-Issued Marriage Certificate (document B not required if married in past 12 months)
- Notarized Affidavit of Common Law Marriage

Document B

- Federal Tax Return within last 2 years listing your spouse
- Proof of Joint Ownership issued within the last 6 months

Child

- Biological Child: Government-Issued Birth Certificate
- Adopted Child: Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement
- Step-Child: Government-Issued Birth Certificate **AND** both documents to verify Spouse
- Legal Ward: Government-Issued Birth Certificate **AND** Court Ordered Document of Guardianship
- Foster Child: Government-Issued Birth Certificate **AND** Foster Care Letter of Placement
- Grandchild: Government-Issued Birth Certificate for grandchild and grandchild's parent **AND** Federal Tax Return within 2 years claiming child

VERIFICATION TIPS:

- Birth certificates must be government-issued and must include parents' names; hospital-issued birth certificates are accepted only for children less than three months of age
- PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW: Some states have laws that prohibit a person from copying vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied. You should confirm the permissibility of copying vital records with the vital records office that issued the record in question. If copying is prohibited, we recommend that you obtain a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and submit via U.S. mail. Document(s) submitted will not be returned.
- Proofs of Joint Ownership issued within the last 6 months include mortgage statements, bank statements, credit card statements, rental/lease agreements or property tax statements with both parties' names as co-owners.
- Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, black out all financial information and Social Security numbers