

## Required Documentation for Dependents

The documents listed below can be used to prove dependent eligibility for insurance coverage. **Copies** of the documentation must be mailed or faxed to the MI HR Service Center by October 1, 2009 as they will not be returned to

### A. Required Documentation for Children Ages Birth Until 19

Specific Circumstance	Required Documentation
Biological child	Copy of an official birth certificate (not hospital birth certificate)*
Legally adopted or pending adoption	Copy of adoption papers or sworn statement with the date of placement*
Employee has legal guardianship	Copy of guardianship papers*
Employee's dependent child has a baby	Copy of an official birth certificate (not hospital birth certificate)*
Employee has foster child	Court document placing the child in the employee's home for foster care*
Employee has step-child	A copy of the first and last pages of the most current divorce decree of the employee's spouse stamped by court and any language verifying physical custody; and a copy of official birth certificate (not hospital birth certificate)*

### B. Required Documentation for Children Ages 19 to 25

Specific Circumstance	Required Documentation
Employee has a dependent who is unmarried, dependent on the employee for at least 50% of his/her support and is a student who regularly attends an accredited educational institution.	The required documentation outlined in Section A <b>and</b> a completed Verification of Dependent Eligibility (CS-1771) form* <b>and</b> a copy of school registration or other records proving school attendance. School verification is not required for dependent life insurance. * Forms are available at <a href="http://www.michigan.gov/employeebenefits">www.michigan.gov/employeebenefits</a>
In the case of children of divorced spouses or step-children, the child must be an unmarried student who regularly attends an accredited school and is dependent on the employee for at least 50% of his/her support.	The required documentation outlined in Section A <b>and</b> a completed Verification of Dependent Eligibility (CS-1771) form*, <b>and</b> a copy of school registration or other records proving school attendance. School verification is not required for dependent life insurance. * Forms are available at <a href="http://www.michigan.gov/employeebenefits">www.michigan.gov/employeebenefits</a>

### C. Required Documentation for Other Circumstances

Specific Circumstance	Required Documentation
Spouse	Copy of marriage certificate*
Removing ex-spouse, dependent/step-child(ren) due to a divorce	Copy of the first and last page of the divorce decree stamped by the court*
Incapacitated dependent child	No documentation is required for children who have already been approved. Refer to page 4 if not approved.
Deleting dependent coverage due to death	Copy of death certificate*
Dependent life insurance coverage only	Copy of official birth certificate (not hospital birth certificate)*

\* Call the MI HR Service Center to add eligible dependents as soon as possible after a life event. Do not wait until you have the official birth certificate, adoption order, etc. For more information, please see the Benefits Summary Brochure online at [www.michigan.gov/employeebenefits](http://www.michigan.gov/employeebenefits)