

CITY OF NEWPORT NEWS

DEPENDENT VERIFICATION GUIDELINES

Legal Spouse

Standard Document: Marriage certificate (recognized legal jurisdiction) **AND (1) Joint Document****

***Joint documentation is an item addressed to both parties and dated within the last 90 days.*

Examples of Acceptable Joint Documentation: Utility Bill, Mortgage Statement, Auto Insurance Statement, or your previous calendar year's tax form (showing married filing status).

Child Relationship(s) - Coverage terminates at the end of the month in which the dependent turns age 26.

The following documents will be accepted as proof of the right to carry coverage: Medical Child Support Orders.

Biological/Adopted Child	Standard Document: Birth certificate or court document (paternity test or divorce decree).
Stepchild	Standard Document: Birth certificate or court document (paternity test or divorce decree) AND confirm eligibility of the spouse (Marriage Certificate + Joint Document).
Child Placed for Adoption	Standard Document: document establishing the child has been placed for the purpose of adoption.
Legal Guardianship OR Legal Custody	Standard Document: Court document assigning a minor child to the employee under permanent legal guardianship/legal custody.
Grandchild	This relationship is only allowed if the employee has legal guardianship/legal custody over the dependent.
Foster Child	Not Eligible.
Disabled dependent (older than 26)	<p>Standard Document: Birth certificate or court document (paternity test or divorce decree)</p> <ul style="list-style-type: none"> • If older than 26 years old documentation is required which explains the child is incapable of self-sustaining employment due to a mental or physical disability.

Standard Affidavits – Offered ONLY if the marriage or birth took place outside of the United States.

Marriage Certificate	Also include the first page of your most recent Federal Income Tax Form – 1040 to document filing status. *Social security numbers and financial information is to be blocked out.
Birth Certificate	Also include the first page of your most recent Federal Income Tax Form – 1040 to show the claimed dependent.

Note: Certified copies of [vital records](#) (birth, death, marriage, and divorce) are available at all full-service DMV locations, which include DMV customer service centers and DMV 2 Go mobile offices.