

## Acceptable Documents for Dependent Verification

Any employee who adds a dependent to his or her Harford County Public School's (HCPS) medical, dental, or life insurance benefit coverage will be required to provide documentation which demonstrates that the individual meets HCPS' eligibility criteria for the selected benefits. The Dependent Verification for Health/Dental/Dependent Life Coverage Form must be completed, signed, and returned to the Benefits Office in addition to the item(s) listed below.

The below list is acceptable documentation for the dependent verification program.

### SPOUSE

- Government-Issued Marriage Certificate: Proof of marriage must be a government-issued marriage license or marriage certificate including the date of your marriage. Church-issued certificates are not acceptable.
- Social Security card.
- The employee's Federal Tax Return from the last calendar year listing your spouse and filing jointly. Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and blackout all financial information. *Form 1040 is not required if the marriage occurred in the last 12 months.*

### CHILD

- Biological Child: Government-Issued Birth Certificate; must include the employee's name. Social Security card. *For newborns only, you may provide documentation from the hospital with the baby's name and date of birth until their Birth Certificate is available.*
- Adopted Child: Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement or Petition; must include the employee's name. Social Security card.
- Stepchild: Government-Issued Birth Certificate **and** documents to verify your spouse as outlined above. Birth certificates must be government-issued and must include the eligible spouse's name. Social Security card.
- Legal Guardianship: Legal documentation from the state or federal government documenting the legal guardianship status. Social Security card.

**Please note that if any required documentation is not in the English language, you will be responsible for also providing a notarized translation in addition to a copy of the original document.**

Dependent verification documentation, and the Dependent Verification for Health/Dental/ Dependent Life Coverage Form must be returned to the Benefits Office within 30-days of your date of hire. All documentation should be returned to the following address:

Harford County Public Schools  
Attn: Human Resources, Benefits Office  
102 S. Hickory Avenue  
Bel Air, MD 21014