

Required Documents for PCS Dependent Eligibility Audit



All Required Documents **MUST** include date and/or year, employee name, and dependents name.

ADDING A SPOUSE:

- A copy of your marriage certificate.
- **One of the following:**
 - A copy of the front page of your most recent federal tax return confirming this dependent is your spouse.
 - A document dated within the last 60 days showing the current relationship status, such as, a recurring monthly house-hold bill, or statement of account. The document must list your spouse's name, date, and your mailing address

Note: Healthcare bills will not be accepted as proof of eligibility as healthcare is being validated.

ADDING CHILDREN UP TO AGE 26:

- A copy of the child's birth certificate or adoption certificate naming your or your spouse as the child's parent **OR**
- A copy of the court order naming you or your spouse as the child's legal guardian.

Note: Most instances, legal guardianship ends at age 18.

ADDING DISABLED CHILDREN AGE 26 OR OLDER:

- A copy of the child's birth certificate or adoption certificate naming your or your spouse as the child's parent **OR**
- A copy of the court order naming you or your spouse as the child's legal guardian **AND**
- A copy of the front page of your federal tax return confirming this child is your dependent