Knox County Medical Insurance – Dependent Eligibility Documentation

The following documentation is required if you enroll new dependents on your medical insurance. (Dental and vision is not included.)

Dependent's Relationship to You	Preferred Documentation	Alternate Documentation
Spouse	Page 1 **AND** signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse's name; **OR** Page 1 **AND** Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse's name.	Marriage certificate **AND** one of the following: ▪ Proof that employee and spouse own a home together ▪ Proof that employee and spouse are both listed on a lease or share rent of a home ▪ A utility bill with both names ▪ Proof of jointly-owned bank account ▪ Proof of joint loan or debt obligation
	If married during the current year, only a marriage certificate is required.	
Natural child(ren) under age 26	Birth certificate **OR** Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240) **OR** Certificate of Birth Abroad (FS-545)	Page 1 **AND** signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; **OR** Page 1 **AND** Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent.
Adopted child(ren) under age 26	Final adoption decree signed by a judge **OR** International adoption papers **OR** Letter from adoption agency for pending adoption	Page 1 **AND** signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; **OR** Page 1 **AND** Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent.
Stepchild(ren) under age 26	Birth certificate **AND** marriage certificate	Any legal document that establishes relationship between the stepchild and spouse
Grandchild(ren)	Court documents signed by a judge assigning legal guardianship to employee or spouse	N/A
Foster child(ren)	Court documents signed by a judge verifying employee or spouse has responsibility for foster child	Page 1 **AND** signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; **OR** Page 1 **AND** Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent.

Please submit only copies of documents—originals cannot be returned.
On Income Tax forms, mark out or black out financial figures and Social Security Numbers.