

## Enrollment documentation worksheet

This is a list of acceptable documentation to prove the relationship of family members you are adding to coverage. Please be sure to submit photocopies only. PEBA cannot return any submitted documentation. Please do not use a highlighter on submitted documents. Highlighted items appear blacked out when they are scanned.

### Where to find documentation:

If you do not have the required documentation, you may have to pay a fee to receive one from the governmental agency that has the original. We encourage you to request your documentation as soon as possible since this process may take several weeks and many agencies increase fees for expedited delivery.

- Marriage license/birth certificate: <http://www.cdc.gov/nchs/w2w.htm>
- Birth certificate (for children born in S.C.): <http://www.scdhec.gov/VitalRecords/>.

### Legal spouse:

- Marriage license or Page 1 of your federal tax return.

### Former spouse:

- Photocopy of divorce decree ordering the subscriber to cover the former spouse.

### Common law spouse:

- [Common law marriage affidavit](#)

### Natural child:

- A copy of a birth certificate (long form<sup>1</sup>) showing the subscriber as the parent.

### Step child:

- A copy of the birth certificate showing the name of the natural parent (long form<sup>1</sup>), plus proof that the natural parent and the subscriber are married (see Legal spouse/Common law spouse requirements).

### Adopted child:

- A copy of a birth certificate (long form<sup>1</sup>) showing the subscriber as the parent; or
- Court documentation verifying completed adoption; or
- A letter of placement from an adoption agency, an attorney or the S.C. Department of Social Services, verifying the adoption is in progress

<sup>1</sup>If the birth certificate does not include the parents' names, it is the short form and will not be accepted. Your local S.C. Department of Health and Environmental Control office issues long forms. Go to [www.scdhec.gov/VitalRecords/](http://www.scdhec.gov/VitalRecords/) for more information. If your child was born outside of S.C., go to <http://www.cdc.gov/nchs/w2w.htm> for a list of vital statistics agencies in other U.S. states and territories.

**Foster child:**

- A court order or other legal document placing the child with the subscriber, who is a licensed foster parent.

**Other children:**

- For all other children for whom a subscriber has legal custody, a court order or other legal document granting custody of the child to the subscriber. Documentation must verify the subscriber has guardianship responsibility for child, not merely financial responsibility.

**Incapacitated child:**

- [Incapacitated child certification form](#) plus proof of relationship. See the appropriate child type (natural, step, adopted, foster or other) for acceptable proof of relationship.