

Documentation is required for establishing an employee's legal relationship when adding a dependent due to new hire enrollment, during Open Enrollment or as a result of a qualifying life event. Documents written in a language other than English must be accompanied by a certified translation.

When enrolling, you must upload a copy of required documentation in Employee Self- Service.

Required documentation for dependents:

Spouse

- Government-issued marriage certificate

Civil Union Partner

- Government issued Civil Union Partnership Certificate

Child

- Natural child up to age 26—government-issued birth certificate with employee's name listed as parent

Stepchild

- Government issued birth certificate indicating your spouse is the child's parent
- Marriage certificate indicating you are married to the child's parent

Adopted child

At time of placement:

- A copy of legal adoption documentation showing placement in employee's home prior to adoption, or
- Interim order with judge's signature and the circuit clerk's file stamp, or
- Petition for adoption with the circuit clerk's file stamp, or
- Pre-adoptive notarized placement agreement establishing the employee's obligation to provide support for the child in anticipation of adoption, or
- Placement papers signed by the court

Within 31 days of finalized adoption:

- Final order of adoption issued through court
- Final adoption certificate issued through court

Adult veteran child (ages 26-30)

- Government issued birth certificate, proof of Illinois residency, DD-214 indicating type of discharge

Legal Guardianship

- Court documentation signed by judge and stamped by Circuit Court

Loss of other Coverage

- Proof of Loss of coverage. Document must include the date coverage ended and name of persons being added to benefits.