

University of Texas Uniform Group Insurance Program Required Documentation for Eligible Dependents

Dependent	Relationship Code	Required Documents (All required documents, except as noted with "**", must be issued by a legitimate governmental authority)
Spouse	04	<u>One</u> of the following documents: <ul style="list-style-type: none"> • Valid marriage certificate between subscriber and spouse; OR • Declaration of Informal Marriage of subscriber and spouse issued by a Texas clerk or utilizing the form promulgated by Texas Department of Health and Human Services; OR • Declaration of Informal Marriage issued by another state; OR • Other documentation deemed acceptable by OEB
Biological Child	05	<u>One</u> of the following documents: <ul style="list-style-type: none"> • Birth Certificate of Child proving relationship to Subscriber; or • Certification of Vital Records proving relationship to Subscriber; or • Verification of Birth Facts Form* proving relationship to Subscriber; or • Valid Medical Support Order requiring Subscriber to provide medical coverage; or • Paternity test* accompanied by Court Order, Medical Support Order, or reissued Birth Certificate
Adopted Child	09	<u>One</u> of the following documents: <ul style="list-style-type: none"> • Valid Court Order of Adoption; or • Valid Pre-Adoption Placement Order issued by a Licensed Child Placement Agency; or • Valid Court Order naming Subscriber as Managing Conservator of Child; or • Birth Certificate of Child with Adoptive Parent(s); or • Valid Medical Support Order requiring Subscriber to provide medical coverage
Stepchild	17	<u>All</u> of the following documents: <ul style="list-style-type: none"> • Birth Certificate of Child; and • Marriage Certificate of Subscriber and Spouse (Biological Parent)
Foster Child	08	The following document: <ul style="list-style-type: none"> • Valid Court Order establishing a parent-child relationship between Subscriber and Foster Child
Grandchild	23	<u>All</u> of the following documents: <ul style="list-style-type: none"> • Birth Certificate of Grandchild or Verification of Birth Facts Form* proving relationship to Subscriber; and • Birth Certificate of Biological Parent; and • Grandchild Certification Form*; and • Most recent tax return indicating grandchild is the financial dependent of Subscriber
Incapacitated Over Age Dependent	07	<u>All</u> of the following documents: <ul style="list-style-type: none"> • Valid Document (e.g., birth certificate, adoption papers) proving relationship to Subscriber; and • Application For Coverage of Incapacitated Over Age Dependent Form*; and • Supporting Medical Records Less Than One Year Old*
Ward	15	The following document: <ul style="list-style-type: none"> • Valid Court Order naming Subscriber as Guardian or Conservator

Important:

1. A Power of Attorney is not adequate legal documentation for establishing a Dependent relationship.
2. A complete copy (all pages) of a Court Order may be required to be provided, depending on eligibility and documentation requirements.
3. If Subscriber is unable to provide the above document(s) but has other documentation that may establish a Dependent relationship, the institution HR Manager should review and determine that the alternative documentation is adequate.
4. A document in a language other than English must be accompanied by a notarized, sworn affidavit by an independent third party indicating the document has been reviewed and translated.