

Supporting documentation for dependent benefits enrollment

Below is a list of supporting documentation that is required to enroll a dependent in health benefits. Documentation requirements have changed for Spouse, Domestic Partner, Step Child, and Domestic Partner's Child. New requirements for these dependents will be effective October 1, 2014.

IMPORTANT: Supporting documentation must be accompanied by an [ESS cover sheet](#) and each page of supporting documentation should have the employee's Employee ID number written on it. Supporting documentation must be accompanied by an [ERB form](#) for Domestic Partners who are being enrolled and an [ESS](#) online applications for all other dependents. All applications and documentation must be submitted within 31 days of the qualifying event.

Dependent	Status	Required Documentation
Spouse	Married one year or less	Copy of your marriage certificate NOTE: A marriage license , or a marriage certificate issued by a house of worship, are not valid forms of supporting documentation.
	Married more than one year	Copy of your marriage certificate (see above) AND , one of the following: <ul style="list-style-type: none"> • Federal tax return filed within last two years and listing spouse as joint or individual • Proof of joint ownership (bank account, auto, home, etc.) issued within last six months • Proof of cohabitation (two separate documents—one in your name and one in your spouse's name—at the same address)
Domestic Partner	Domestic Partnership one year or less	Copy of your New York City domestic partner certificate of registration. Also, contact the Domestic Partnership Unit at the Office of Labor Relations at (212) 306-7605 for information about domestic partners.
	Domestic Partnership more than one year	Copy of your New York City domestic partner certificate of registration AND , one of the following: <ul style="list-style-type: none"> • Proof of joint ownership (bank account, auto, home, etc.) issued within last six months • Proof of cohabitation (two separate documents—one in your name and one in your domestic partner's name—at the same address)
Child	Biological child (under 19)	Government issued birth certificate (including parent's names) or an official letter from the hospital where the child was born (including parent's names)
	Step child	Government issued birth certificate (including parent's names) AND , one of the following combinations: <ul style="list-style-type: none"> • If married one year or less: government issued marriage certificate • Government issued marriage certificate and federal tax return filed within last two years listing spouse as joint or individual • Government issued marriage certificate and proof of joint ownership (bank account, auto, home, etc.) issued within last six months
	Domestic Partner's child	Government issued birth certificate (including parent's names)

		<p>AND:</p> <ul style="list-style-type: none"> • If partnership is one year or less: domestic partnership certificate of registration • Domestic partnership certificate of registration and proof of joint ownership (bank account, auto, home, etc.) issued within last six months
	Legal Ward	Legal guardian/custody papers
	Tax dependent child	Government issued birth certificate (including parent's names) AND federal tax return filed in previous year listing child as dependent
	Young adult (age 19-26)	<ul style="list-style-type: none"> • Copy of the child's birth certificate, or legal guardianship/custody papers <p>AND</p> <ul style="list-style-type: none"> • Copy of a completed "Young Adult Health Benefits Coverage Eligibility Certification" form. You can download this form at schools.nyc.gov/dhrforms