

## **DOCUMENTATION IS REQUIRED TO ADD DEPENDENTS TO MEDICAL AND/OR DENTAL COVERAGE:**

### **Spouse (all of the below documents are required):**

1. Affidavit of Spouse Health Care Coverage
2. A copy of your **city/court certified marriage register certificate** (not the one from the clergyman)
3. A copy of the front page of last year's federal 1040 tax return showing married filing joint or married filing separately (must list your spouse's name and SS#)
4. Two (2) financial documents from two (2) different financial institutions, dated within the last 60 days, which must list your name and your spouse's name, the date, and the CPS employee's mailing address. Examples allowed: checking, savings, credit card, personal loan or mortgage statements only

### **Children and Disabled Children:**

1. A copy of the child's birth certificate or adoption certificate naming you or your spouse as the child's birth/adoptive parent (if CPS employee is not the named birth/adoptive parent, all the above documentation for a spouse is also required) **OR**
2. A copy of the court order naming you or your spouse as the child's legal guardian (your tax return showing dependent is claimed is required if dependent is over age 18 **AND** if CPS employee is not the guardian, all the above documentation for a spouse is also required)