

TRINITY HEALTH DEPENDENT VERIFICATION DOCUMENTATION REQUIREMENTS

You must show the appropriate documents from the list below to your OTE/Human Resources department within 31 days from Hire Date or Qualifying Event Date.

Dependent Status	Required Documentation	Resources to Obtain Documentation
Dependent spouse	<ul style="list-style-type: none"> • Federal Form 1040 that identifies associate-spouse relationship <li style="text-align: center;">or • Original certified or uncertified copy of marriage certificate issued by county registrar with appropriate signatures (certificates issued by religious institutions will not be accepted) <li style="text-align: center;">or • Immigration papers that identify associate-spouse relationship 	<ul style="list-style-type: none"> • www.marriagelicense.com • County office that issued original marriage certificate
Dependent child by birth If your dependent child is age 19 or over, please refer to the section titled "Dependent child(ren) age 19 and over" for additional requirements	<ul style="list-style-type: none"> • Federal Form 1040 that identifies associate-child relationship <li style="text-align: center;">or • Hospital verification of birth <li style="text-align: center;">or • Certificate of birth – Short Form (NOT birth certificate) as issued by Iowa Department of Public Health (applicable to Iowa births only) <li style="text-align: center;">or • Immigration papers that identify parent-child relationship <li style="text-align: center;">or • Original Certified or uncertified copy of birth certificate issued by country registrar <li style="text-align: center;">or • Divorce decree identifying dependent child relationship <p>If dependent child is disabled, you must also provide:</p> <ol style="list-style-type: none"> 1. Photocopy of Social Security disability award <li style="text-align: center;">or 2. Original signed physician statement and notarized Health Care Affidavit <p>If dependent child is over age 19, you must also complete the Age 19 and Over Verification Form</p>	<ul style="list-style-type: none"> • www.birthcertificate.com • US Department of State (for children born outside the United States)* • Hospital in which child was born • County office that issued original birth certificate • Social Security Administration • Dependent's physician's office • A Notary Public can be found at most banks/credit unions
Dependent child by adoption If your dependent child is age 19 or over, please refer to the section titled "Dependent child(ren) age 19 and over" for additional requirements	<ul style="list-style-type: none"> • Certified court approved adoption papers <li style="text-align: center;">or • Placement letter from court/adoption agency <p>If dependent child is disabled, you must also provide:</p> <ol style="list-style-type: none"> 1. Social Security disability award <li style="text-align: center;">or 2. Original signed physician statement and notarized Health Care Affidavit <p>If dependent child is over age 19, you must also complete the Age 19 and Over Verification Form</p>	<ul style="list-style-type: none"> • State agency that issued final adoption papers • Adoption agency that issued placement papers • Social Security Administration • Dependent's physician's office • A Notary Public can be found at most banks/credit unions

Dependent child by custody or	<ul style="list-style-type: none"> • Certified court ordered custody/guardianship papers 	<ul style="list-style-type: none"> • State agency that issued custody/guardianship papers
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<p>guardianship</p> <p>If your dependent child is age 19 or over, please refer to the section titled "Dependent child(ren) age 19 and over" for additional requirements</p>	<p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Original notarized Health Care Affidavit <p>If dependent child is disabled, you must also provide:</p> <ol style="list-style-type: none"> 1. Social Security disability award <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Original signed physician statement and notarized Health Care Affidavit <p>If dependent child is over age 19, you must also complete the Age 19 and Over Verification Form</p>	<p>custody/guardianship papers</p> <ul style="list-style-type: none"> • Social Security Administration • Dependent's physician's office • A Notary Public can be found at most banks/credit unions
<p>Dependent stepchild(ren) – these documents should be provided along with proof of spouse relationship</p> <p>If your dependent child is age 19 or over, please refer to the section titled "Dependent child(ren) age 19 and over" for additional requirements</p>	<ul style="list-style-type: none"> • Hospital verification of birth <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Certificate of birth - <u>Short Form (NOT birth certificate)</u> as issued by Iowa Department of Public Health (applicable to Iowa births only) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Immigration papers that identify parent-child relationship <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Original Certified or uncertified copy of birth certificate issued by country registrar <p style="text-align: center;">and either</p> <ol style="list-style-type: none"> 1. Federal Form 1040 that identifies associate-spouse relationship <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Original certified or uncertified copy of marriage certificate issued by county registrar with appropriate signatures (certificates issued by religious institutions will not be accepted) <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 3. Original notarized Health Care Affidavit <p>If dependent child is disabled, you must also provide:</p> <ol style="list-style-type: none"> 1. Social Security disability award <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Original signed physician statement and notarized Health Care Affidavit <p>If dependent child is over age 19, you must also complete the Age 19 and Over Verification Form</p>	<ul style="list-style-type: none"> • www.birthcertificate.com • US Department of State (for children born outside the United States)* • www.marriagelicense.com • County office that issued original marriage certificate • Social Security Administration • Dependent's physician's office • A Notary Public can be found at most banks/credit unions
<p>Dependent child(ren) age 19 and over</p>	<p>In addition to verification of dependent status as described above, on an annual basis you must provide the following:</p> <ul style="list-style-type: none"> • Age 19 and Over Verification Form <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Federal Form 1040 that identifies child(ren) as dependents as IRS qualifying child(ren) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Proof of full-time student status <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Proof of income not to exceed the exemption amount under Code Section 151(d) (\$3,650 for 2009). If unable to provide proof, you may submit a notarized Health Care Affidavit form. 	

*U.S. Department of State
 Passport Correspondence Branch, Overseas Birth
 1111 19th Street NW Suite 510
 Washington, DC 20522-1705
 Phone: (202) 955-0307

Please note: Requesting information from agencies, such as a county clerk's office, may be more cost-effective than accessing the information online. Please allow yourself enough time to collect any required documentation.