

**New Hire/Open Enrollment - Required Documents for Enrolling New Dependents in KC Benefits**

Dependent Relationship	Definition of an eligible dependent	Required Documents		
Spouse	Your Legal Spouse (does not include Domestic Partners or common law spouse)	Copy of Marriage Certificate ( <i>not license</i> ) as on file with the State/County	<b>AND</b>	<p><b>ONE</b> document providing current Proof of Shared Obligation and Responsibility, such as:</p> <ul style="list-style-type: none"> <li>• Joint mortgage or residential lease, or</li> <li>• Joint bank account or liabilities such as credit card, car lease, utility bill, etc.</li> </ul> <p><b>All submitted documentation must include the following:</b></p> <ul style="list-style-type: none"> <li>• Company logo</li> <li>• Date mailed/received</li> <li>• Names (employee and spouse)</li> <li>• Mailing address</li> </ul> <p><i>All other personal information such as account numbers and/or balances can be redacted.</i></p>
Domestic Partner	<ul style="list-style-type: none"> <li>• Share the same regular and permanent address and are jointly responsible for common welfare, basic living expenses; and financial obligations;</li> <li>• <b>One is 62 years of age or older;</b></li> <li>• Are engaged in a close and committed relationship;</li> <li>• Are not related by blood or marriage to a degree of closeness that would prohibit legal marriage in the State of Washington;</li> <li>• Neither party is married to or legally separated from any other person and either is engaged in another domestic partnership; and</li> <li>• Are mentally competent to consent to contract when our domestic partnership began.</li> </ul>	Certificate of State Registered Domestic Partnership		
Children	Natural born/Stepchildren or Domestic Partner's children up to age 26	Copy of child's birth certificate confirming the parent/child relationship		
Children	Adopted up to age 26	<ul style="list-style-type: none"> <li>• Copy of birth certificate, or</li> <li>• Copy of adoption/placement papers</li> </ul>		
Children	Legally placed up to age 26	Copy of court documents establishing legal custody		
Disabled Dependents	Child who depends on the employee for support as they are unable to support themselves due to a mental or physical disability. The conditions must have existed prior to age 26.	Copy of child's birth certificate confirming the parent/child relationship	<b>AND</b>	Written approval of disability status from current health care vendor