



Documentation Requirements and Important Notes

Vital Records Request: It can take 4-8 weeks for vital records to be processed in some states and countries. Order your documentation early in the verification process to ensure receipt.

Photocopying Vital Records: Some states and county clerk offices prohibit the copying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

Documentation Required for Verifying Dependents

To verify your dependent	Documentation Options for Verifying Eligibility
Spouse	Submit a copy of one of the following: <ul style="list-style-type: none"> • Most recent federal tax return with both your name and your spouse's name • Government-Issued Marriage Certificate
Child(ren)	Submit a copy of <u>one</u> of the following: <ul style="list-style-type: none"> • Most recent federal tax return with your child's name • Government or Hospital-Issued Birth Certificate • Adoption Certificate/Placement Agreement • Document of Legal Guardianship • Custody Agreement • State of New Hampshire Parent Notice <p>Please note that the document must list you and/or your verified spouse/domestic partner as the parent(s) in order for your document to be deemed sufficient.</p>

Documentation Required for Verifying Life Events

To verify your life event	Documentation Options for Verifying Eligibility
Birth	Government-Issued Birth Certificate or Hospital Birth Record or State of New Hampshire Parent Notice
Marriage	Government-Issued Marriage Certificate or Most recent Federal State Tax Form
Adoption/Legal Guardianship	Adoption Certificate or Placement Agreement
Loss of Employee/Spouse/Child's Coverage Elsewhere	A document on official letterhead from employer, Medicaid/CHIP, the public health care exchange, Medicare, etc., indicating type of coverage lost, dependent(s) who were covered (if applicable), and the date coverage ended
Gain of Employee/Spouse/Child's Coverage Elsewhere	A document on official letterhead from employer, Medicaid/CHIP, the public health care exchange, Medicare, etc., indicating type of coverage gained, dependent(s) who are being covered (if applicable), and the date coverage began