

Enrollment Documentation Worksheet

Following is a list of acceptable documentation to prove your relationship to family members you are attempting to add to coverage. Please be sure to **submit photocopies only** as South Carolina PEBA divisions cannot return submitted documentation.

Legal Spouse: A copy of the marriage license or page 1 of your federal tax return.

Former Spouse: A copy of the divorce decree ordering the subscriber to cover the former spouse.

Common Law Spouse: A copy of the common law marriage affidavit.

Natural Child: A copy of the long-form birth certificate showing the subscriber as the parent.

Step Child: A copy of the long-form birth certificate showing the name of the natural parent, plus documentation that the natural parent and the subscriber are married (see requirement for Legal Spouse or Common Law Spouse in the list above).

Adopted Child: A copy of the court documentation verifying the adoption is complete, or a copy of a letter of placement from an adoption agency, an attorney, or the S.C. Department of Social Services verifying that the adoption is in progress.

Foster Child: A copy of the court order or other legal document placing the child with the subscriber (who is a licensed foster parent).

Other Children: For all other children for whom a subscriber has legal custody, a copy of the court order or other legal document granting custody of the child/children to the subscriber. Documentation must verify the subscriber has guardianship responsibility for the child/children, not merely financial responsibility.

Incapacitated Child: A copy of the [Incapacitated Child Certification Form](#), plus proof of relationship. See the appropriate child type (natural, step, adopted, foster or other) in the list above for acceptable documentation to prove the relationship.

If you do not have the required documentation to prove your relationship to a dependent, you may have to pay a fee to receive a copy from the governmental agency that has the original. We encourage you to request your documentation as soon as possible since this process may take several weeks and many agencies increase fees for expedited delivery. To obtain copies of marriage licenses or birth certificates, visit the [Center for Disease Control](#) website for marriage licenses and birth certificates or the [SCDHEC](#) website for birth certificates for children born in S.C.

