

OXY LIST OF ACCEPTABLE DOCUMENTS

Type of Dependent	Acceptable documentation (copies only no originals) to submit				
Spouse or Domestic Partner	One of the following: • Marriage certificate • Domestic Partner Affidavit • State issue certificate of Common Law Marriage	AND	Any one of the following: • Current mortgage statement or other proof of joint ownership of the home • Current rent/lease agreement (with name of employee and spouse/domestic partner) • Page 1 of last year's federal or state tax return (1040, 4506-T, 8879 or M8453) listing spouse (please omit or mark out any dollar amounts) • Auto/homeowner insurance currently in effect showing both names • Immigration papers (if marital status is listed) • Utility bills, with the same address currently in effect		
Child • Biological	One of the following: • Hospital record of birth with the child's name and participant shown as a parent • Long-form birth certificate (copy of original) • Paternity/maternity test (notarized) • Report of Birth Abroad of a U.S. Citizen • Court-approved child support order	OR	Any one of the following: • Baptismal certificate • Hospital record of birth • Page 1 of last year's federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) listing child as a dependent • Family registry (births outside of the U.S. only)		
Child • Adopted • Legal Guardianship	One of the following: • Reissued birth certificate (listing adoptive parent names) • Adoption papers • Adoption placement papers • Court-approved child support order • Court-approved Guardianship papers				
Child • Lawful Spouse • Domestic Partner	One of the following: • Long-form birth certificate (copy of original) • Reissued birth certificate (listing adoptive parent names) • Paternity/maternity test (notarized) • Adoption papers • Report of Birth Abroad of a U.S. Citizen • Divorce decree showing children born to the marriage • Court-approved child support order • Court-approved Guardianship papers	OR	Any one of the following: • Baptismal certificate • Hospital record of birth • Page 1 of federal or state tax return (1040, 4506, 4506T, 8879 or M8453) filed for either of the past two years listing spouse, same-sex domestic partner • Family registry (births outside of the U.S. only)	AND	One of the following: • Marriage certificate of parents • Domestic Partner Affidavit

If you have questions, please contact the [OxyLink Employee Benefits Center](#) or create a [Workday Case](#).