

DEPENDENT ELIGIBILITY DOCUMENTATION

GCCCD requires that you verify your dependents. Below is a list of acceptable documentation you can provide to certify any qualified dependents you cover under your benefits. You are responsible for translating any document from a foreign language to English.

You have 31 days from your hire date or qualified life event to upload dependent certification documentation. Upload your documentation upon enrolling in Workday. **If GCCCD does not receive the required documentation within 31 days, your dependent will not be covered.**

Dependent's Relationship to you	Preferred Documentation	Alternate Documentation	Document Resources
Spouse, same or opposite sex, (unless legally separated)	<ul style="list-style-type: none"> Marriage Certificate 	<ul style="list-style-type: none"> Most recent State (joint) tax return 	<ul style="list-style-type: none"> County Clerk/Recorder
Registered Domestic Partner	<ul style="list-style-type: none"> State of California Declaration of Domestic Partnership Certificate 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> State of CA website www.sos.ca.gov/dpregistry
Children up to age 26	<ul style="list-style-type: none"> Birth Certificate or hospital issued certificate of live birth (for newborns added within 31 days of birth) 	<ul style="list-style-type: none"> Hospital certificate of live birth Most recent state tax return 	<ul style="list-style-type: none"> County Clerk/Recorder
Stepchild(ren) up to age 26	<ul style="list-style-type: none"> Birth certificate and marriage certificate 	<ul style="list-style-type: none"> Most recent State (joint) tax return 	<ul style="list-style-type: none"> County Clerk/Recorder
Adopted Child(ren) up to age 26	<ul style="list-style-type: none"> Birth certificate or Final adoption decree; or Placement letter from court; or Adoption agency for pending adoption(s) 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> County Clerk/Recorder
Foster Child(ren) up to age 26	<ul style="list-style-type: none"> Court assignment or Agency order establishing relationship or Proof of state licensing or Approval of foster child status and related legal document that establishes birth date 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> County Clerk/Recorder State Vital Records
Child(ren) up to age 26 for whom you are a legal guardian	<ul style="list-style-type: none"> Court assignment or Agency order establishing legal guardianship and related legal documents that establish relationship and birth date 	<ul style="list-style-type: none"> Most recent State (joint) tax return 	<ul style="list-style-type: none"> County Clerk/Recorder

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Child(ren) up to age 26 of your Registered Domestic Partner, who depends on your support and lives with you in a regular parent/child relationship	<ul style="list-style-type: none"> State of California Declaration of Domestic Partnership Certificate and birth certificate 	<ul style="list-style-type: none"> Most recent State (joint) tax return 	<ul style="list-style-type: none"> County Clerk/Recorder State of California website www.sos.ca.gov/dpregistry
Dependent's Relationship to you	Preferred Documentation	Alternate Documentation	Document Resources
Adopted child(ren) up to age 26 of your Registered Domestic Partner, who depends on your support and lives with you in a regular parent/child relationship	<ul style="list-style-type: none"> State of California Declaration of Domestic Partnership Certificate and birth certificate or Final adoption decree or Placement letter from court or adoption agency for pending adoptions Placement letter from court or adoption agency for pending adoptions 	<ul style="list-style-type: none"> Most recent State (joint) tax return 	<ul style="list-style-type: none"> County Clerk/Recorder State of California website www.sos.ca.gov/dpregistry
Child(ren) up to age 26 for whom your Registered Domestic Partner is the legal guardian	<ul style="list-style-type: none"> State of California Declaration of Domestic Partnership Certificate and birth certificate and court assignment or Agency order establishing legal guardianship 	<ul style="list-style-type: none"> Most recent State (joint) tax return 	<ul style="list-style-type: none"> County Clerk/Recorder State of California website www.sos.ca.gov/dpregistry
Child(ren) up to age 26 for whom the court has issued a Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> Qualified Medical Child Support Order (QMCSO) 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> County Clerk/Recorder State Vital Records
Unmarried children age 26 or over if dependent depends on you for primary financial support and maintenance due to a physical or mental disability, incapable of self-support	<ul style="list-style-type: none"> Birth Certificate or other document supporting the relationship and Proof of the disability from your child's medical plan Note: This audit verifies only dependent eligibility 	<ul style="list-style-type: none"> Proof of the disability from your child's medical plan 	<ul style="list-style-type: none"> County Clerk/Recorder State Vital Records