

Dependent Eligibility Documentation

Carnegie Mellon University's Office of Human Resources will email you a request to verify your dependents. This request will include this document and information on how to upload the documentation into Workday.

Dependent's Relationship to You	Age Limit	Required Documentation
Spouse	N/A	Marriage certificate
Registered Domestic Partner	N/A	Registration Statement for Domestic Partnership and three verification documents outlined in the Domestic Partnership Packet [pdf]
Biological Child(ren)	Medical, Dental, Vision, Dependent Life: to age 26	Birth certificate
Step Child(ren)	Medical, Dental, Vision, Dependent Life: to age 26	Birth certificate and marriage certificate
Adopted Child(ren)	Medical, Dental, Vision, Dependent Life: to age 26	Final adoption decree or placement letter from court or adoption agency for pending adoption(s) and related legal document that establishes birth date
Foster Child(ren)	Medical, Dental, Vision, Dependent Life: to age 26	Court assignment or agency order establishing relationship or proof of state licensing or approval of foster children status and related legal document that establishes birth date
Child(ren) for whom you are a legal guardian	Medical, Dental, Vision, Dependent Life: to age 26	Court assignment or agency order establishing legal guardianship and related legal documents that establish relationship and birth date
Child(ren) of your Registered Domestic Partner, who depend on your support and live with you in a regular parent/child relationship	Medical, Dental, Vision, Dependent Life: to age 26	Registration Statement for Domestic Partnership and three verification documents outlined in the Domestic Partnership Packet [pdf] and birth certificate and Domestic Partner Certification for Dependent Tax Status

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Human Resources

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Adopted Child(ren) of your Registered Domestic Partner, who depend on your support and live with you in a regular parent/child relationship	Medical, Dental, Vision, Dependent Life: to age 26	Registration Statement for Domestic Partnership and three verification documents outlined in the Domestic Partnership Packet [pdf] and birth certificate or final adoption decree or placement letter from court or adoption agency for pending adoptions and Domestic Partner Certification for Dependent Tax Status
Child(ren) for whom your Registered Domestic Partner is the legal guardian	Medical, Dental, Vision, Dependent Life: to age 26	Registration Statement for Domestic Partnership and three verification documents outlined in the Domestic Partnership Packet [pdf] and Birth certificate and Court assignment or Agency order establishing legal guardianship and Domestic Partner Certification for Dependent Tax Status
Child(ren) for whom the court has issued a Qualified Medical Child Support Order (QMCSO)	Medical, Dental, Vision, Dependent Life: to age 26	Qualified Medical Child Support Order (QMCSO); if support order has already been sent to the Office of Human Resources, indicate whom it was sent to
Unmarried children dependent on you for primary financial support and maintenance due to a physical or mental disability, incapable of self-support, and disability existed before age 26	N/A	Birth certificate or other document supporting the relationship and proof of the disability from your child's medical plan; your medical carrier determines the child's disability status