Please see the Faculty and Administrative Professional Privileges and Benefits Summary for information on eligible dependent types. The following documentation is required to add a dependent to any CSU benefit plans and must be delivered to Human Resources within 30 days of your eligibility date or mid-year qualifying event date.

**Spouse:**
- Marriage certificate **AND**
- A document dated within the last 60 days showing current relationship status, such as a joint household bill or joint bank/credit account, etc.* The documents must be dated and list your spouse’s name at the same mailing address.

**Common Law Spouse:**
- Common Law Affidavit **AND**
- A document dated within the last 60 days showing current relationship status, such as a joint household bill or joint bank/credit account, etc.* The documents must be dated and list your partner’s name at the same mailing address.

**Domestic Partner:**
- Domestic Partner Affidavit **AND**
- A document dated within the last 60 days showing current relationship status, such as a joint household bill or joint bank/credit account, etc.* The documents must be dated and list your partner’s name at the same mailing address.

**Civil Union Partnership:**
- A copy of the Civil Union Certificate received from the County Clerk/Recorder or a record of the Civil Union received from the State Registrar as presumptive evidence of the Civil Union **AND**
- A document dated within the last 60 days showing current relationship status, such as a joint household bill or joint bank/credit account, etc.* The documents must be dated and list your partner’s name at the same mailing address.

**Children:**
- A copy of the child’s birth certificate or adoption certificate, naming you or your spouse/ Domestic Partner/Civil Union Partner as the child’s parent **OR**
- Appropriate custody or allocation of parental responsibility naming you or your spouse/Domestic Partner/Civil Union Partner as the responsible party to provide insurance for the child.
  - **Note:** If this is the child of a Common Law Spouse/Domestic Partner/ Civil Union Partner/ stepparent, please know that the relationship between the two adults must be established and verified even if you are not covering them on any benefits.

*Please redact all financial information, account numbers, and social security numbers. The best practice for redaction is to cut out the information before scanning or copying the document. If you have questions about redaction, please call the HR Service Center at (970) 491-MyHR (6947).
To establish a spouse/partner relationship, you must submit a secondary document dated within the last 60 days that demonstrates joint financial responsibilities. This includes, but is not limited to the following items:

- Bank or credit card bill/statement
- Mortgage statement
- Car, homeowners, or renters insurance billing statement
- Utilities or trash bill

If you have questions about acceptable documentation, please call 970-491-MyHR (6947). You may also refer to the following images as an example – please note that these documents indicate the employee and spouse/partner at the same address, a recent and visible date, and all financial information/account numbers have been redacted. The statements can be downloaded from an online portal for your account; we do not require the original.

If you are unable to provide one document that meets these requirements, you may submit two separate documents: one that includes the employee name and another that includes the spouse/partner name. The addresses on both documents must match and they must be dated within the past 60 days.

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**Secondary Documentation Examples**

**for Spouse/Partner Enrollment in CSU Cost-Share Benefit Programs**

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If you are unable to provide one document that meets these requirements, you may submit two separate documents: one that includes the employee name and another that includes the spouse/partner name. The addresses on both documents must match and they must be dated within the past 60 days.
**Credit Card Bill**

Account Number: CAM T RAM
Statement Closing Date: 11/06/18

**Account Summary**
- Previous Balance
- New Balance
- Scheduled Minimum Payment
- Payment Information
- Available Credit

**Rate Information**
- You may pay your balance in full at any time.
- Your rate may vary according to the terms of your agreement.
- Notice: see reverse side for important information about your account.

**Transactions**
- Trans Port
- Reference Number
- Description
- Credits
- Charges

**Card Statement**

**Utilities Bill**

**Your Electric Usage Profile**
- Billing Summary
- This section helps you understand your year-to-year electric usage by month. Meter readings are actual unless otherwise noted.

**Billing Summary**
- Charges
- Total Generation & Transmission Charges
- Total Distribution Charges
- Total Current Charges
- Amount Due
- Account Balance

**How To Shop for Electricity**
- You can choose the company that supplies your electricity.
- If you are already shopping, know your contract expiration date.
- Here's the information you need to shop:
  - Bill Account Number:
  - Rate Schedule: R5 (Residential)
  - Current Supplier: Supplier ABC

**Manage Your Account**
- Online Options
  - Report an outage/check outage status
  - Make a payment, view your bill and usage history
  - Sign up for alerts
  - Enroll in paperless billing, automatic bill pay, budget billing
  - View your rate schedule at:

**Other important information on the back of this bill**
- Return this stub in the envelope provided with a check payable to
- Sign up for Automatic Bill Pay on the back of this bill stub

**Payment Address**
- 123 ANY ST
- FORT COLLINS, CO 80523

**Bill Acct. No.**
- June 15, 2018

**Amount Due**
- June 15, 2018
- CAM T RAM
- 123 ANY ST
- FORT COLLINS, CO 80523