



**EMPLOYEE SERVICES**

**DEPENDENT ELIGIBILITY VERIFICATION (DEV) and  
REQUIRED DOCUMENTS**

**INSTRUCTIONS**

1. Review the required documents below for verifying the eligibility of our dependents and review the definitions.
2. Use the check boxes below to indicate the dependent you are verifying and the corresponding required documents you are submitting.
3. Attach this page to the required documents and fax to 303.860.4299. Alternatively, you may upload your documents via your [employee portal](#).

**EMPLOYEE INFORMATION**

Name (Last)	(First)	(Middle Initial)	HRMS Employee ID Number
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**DEPENDENT TYPE**

<input type="radio"/> Spouse	Most recent Federal Tax return form showing a married filing status. You must include the signed signature page or Certificate of Electronic filing.	or	Marriage Certificate and one Secondary Verification Document
<input type="radio"/> Common Law Spouse	CU Affidavit of Common Law	and	One Secondary Verification Document
<input type="radio"/> Civil Union Partner	Civil Union Certificate	and	One Secondary Verification Document
<input type="radio"/> Domestic Partner	CU Affidavit of Domestic Partnership for Same Gender Domestic Partners. ( <i>Opposite Gender Partners not eligible until 7-1-2018</i> )	and	Two Secondary Verification Documents
<input type="radio"/> Child under the age of 27	Birth or Adoption Certificate	or	Court documents signed by a judge for parental responsibility or QMCSO
<input type="radio"/> Disabled Child over the age of 27	Birth or Adoption Certificate	and	A medical certificate of disability or Notice of Determination from the Social Security Administration

**SECONDARY VERIFICATION DOCUMENTS (must be dated within the last 60 days)**

- Joint Ownership of residence or other real estate
- Lease agreement on home or another property listing both names
- Joint ownership of a motor vehicle
- Designation of dependent as primary beneficiary of the employee's life insurance or retirement benefits
- Utility bill listing the employee and dependent on the bill or two separate utility bills, one listing the employee and one listing the dependent at the same address.

**DEPENDENT DEFINITIONS**

Spouse	A current spouse of a legal marriage. A legally separated or ex- spouse is not an eligible dependent.
Common Law Spouse	A current spouse of a common law. A legally separated or ex- spouse is not an eligible dependent.
Civil Union Partner	A current partner of a civil union. A legally separated or ex- partner in a Civil Union is not an eligible dependent.
Domestic Partner	A current domestic partner in a committed domestic partnership. The domestic partner must share a residence with the employee and have done so for at least twelve (12) consecutive months. A domestic ex-partner is not an eligible dependent.
Child under the age of 27	Biological child <ul style="list-style-type: none"> <li>• Child for whom there are parental responsibility documents issued by a court.</li> <li>• Legally adopted child</li> <li>• Child of a current same-gender domestic partner or current civil union partner</li> <li>• Child legally placed for adoption or foster care.</li> <li>• Child for whom there is a Qualified Medical Child Support Order (QMCSO)</li> <li>• Stepchild as long as the employee and parent are married.</li> </ul>
Disabled Child over the age of 27	Unmarried; Not covered by other government programs; Covered under the University plan prior to turning age 27; and Wholly dependent upon the employee for support and maintenance.

Individuals who are NOT eligible for university benefits include, but are not limited to, the employee's or spouse/Civil Union Partner/Domestic partner's: parents, grandparents, great-grandparents, siblings, nieces and nephews, aunts and uncles, cousins, grandchildren, great-grandchildren, ex-spouses, civil union ex-partners, domestic ex-partners, renters, boarders, tenants, employees, and any other individual not listed in the eligible dependents definitions.

**Resources to Obtain Documents:**

CU Website to obtain affidavits: <https://www.cu.edu/benefits>

Birth Certificates & Marriage Licenses: <http://www.cdph.state.co.us/certs/>

Birth Certificates & Marriage Licenses nationwide: <http://www.vitalchek.com>

Children born outside of the United States: <http://www.state.gov>

Wisconsin law (Statute 69.24) strictly prohibits the copying of any vital records; therefore, if your vital record documentation is from the state of Wisconsin you must obtain and submit a true certified copy. DO NOT send originals or uncertified copies, as they will not be accepted.



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**EMPLOYEE SERVICES**

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