

# ROCHESTER INSTITUTE OF TECHNOLOGY

## Family Member Verification of Eligibility

### Acceptable Verification Documents

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Below are acceptable documents to prove a family member's eligibility. RIT will accept **photocopies** of the verification documents.

New hires and employees making a mid-year change, must provide copies of the appropriate documents to the Benefits Assistant within 31 days of hire or qualifying change of status event.

Person	Document for Eligibility
<b>Spouse</b>	<p>Marriage certificate issued by local government or by the religious institution where married  <i>(NOTE: by submitting a marriage certificate, you are attesting that you continue to be legally married to your spouse and that you are not divorced)</i></p> <p style="text-align: center;"><i>or</i></p> <p>Top half of your federal income tax form identifying employee-spouse relationship</p>
<b>Domestic Partner</b>	RIT Affidavit of Domestic Partnership
<b>Child by birth</b>	<p>Birth certificate that includes parent names</p> <p style="text-align: center;"><i>or</i></p> <p>Immigration papers that identify employee-child relationship</p>
<b>Child by adoption</b>	<p>Birth certificate that includes adoptive parent names</p> <p style="text-align: center;"><i>or</i></p> <p>Certified court approved adoption papers</p> <p style="text-align: center;"><i>or</i></p> <p>Placement letter from court/adoption agency</p>
<b>Child by Custody or guardianship</b>	Certified court ordered custody/guardianship papers
<b>Stepchild</b>	<p>Birth certificate that includes parent names</p> <p style="text-align: center;"><i>or</i></p> <p>Immigration papers that identify parent-child relationship</p> <p style="text-align: center;"><b>AND</b></p> <p>Marriage certificate issued by local government or by the religious institution where married</p>
<b>Disabled dependent child age 19 and over</b>	<p>In addition to the verification of dependent status described above, you must also provide:</p> <p>Social Security disability award</p>