



I have enrolled a dependent. Where do I submit proof of dependency?

Answer: Select Profile Summary → Benefits → Benefit Elections → Edit my Profile → Employee File and you can upload your documents right there.



Welcome,
Paskel Petrey

Your Alerts

My Profile ^

- [Edit my profile](#)
- [Edit dependent profiles](#)
- [Change my address](#)

Personal Information

- Family Information
- Beneficiaries
- Life Event
- Employee File

Relationship	Date of Birth	View and Upload
Employee	06/28/1974	View and Upload Documents
Spouse	07/25/1984	View and Upload Documents
Child	09/18/2015	View and Upload Documents

RoadSafe List of Accepted Dependent Verification Documents

Dependent Type	Document Required
Spouse	Government-issued Marriage Certificate OR Federal Tax Return first page
Domestic Partner	Signed RoadSafe Affidavit of Domestic Partnership
Biological Child	Government-issued Birth Certificate that includes parent's names.
Adopted Child	Government-issued Birth Certificate or Adoption Certificate or Placement Agreement
Step-Child	Government-issued Birth Certificate that includes parent's names AND document to verify spouse
Legal Ward	Government-issued Birth Certificate and Court Ordered Document of Guardianship

Glossary

Birth Certificate	Must include names of parents. Certificates that do not include parent's names will not be accepted.
Government Issued	An official government record printed on security paper and includes an official raised embossed, or multicolor seal.
Federal Tax Return	Send only the first page of your recent Federal Tax Return (Form 1040) that shows your dependent