Verifying Your Newly Enrolled Dependents

You are required to verify dependents if you are:

- A New Hire – You are a new hire, and you are adding a new dependent to your Benefits Plans.
- Experiencing a Qualifying Life Event – You are updating your plan due to a Qualifying Life Event (e.g. birth, death, marriage, loss or gain of coverage). **Do not enter information for anyone currently covered under your plan. This is for newly added dependents only.**

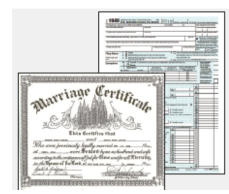
1 Sign In and Enter Your Information

Using either your smartphone or a computer, go to https://verify.mydependents.com/FortBendISD and register using a valid email address and begin the online dependent verification.

2 Add Dependents and Answer Questions

Enter basic information about each dependent you are adding to your coverage.

3 Submit Your Documents

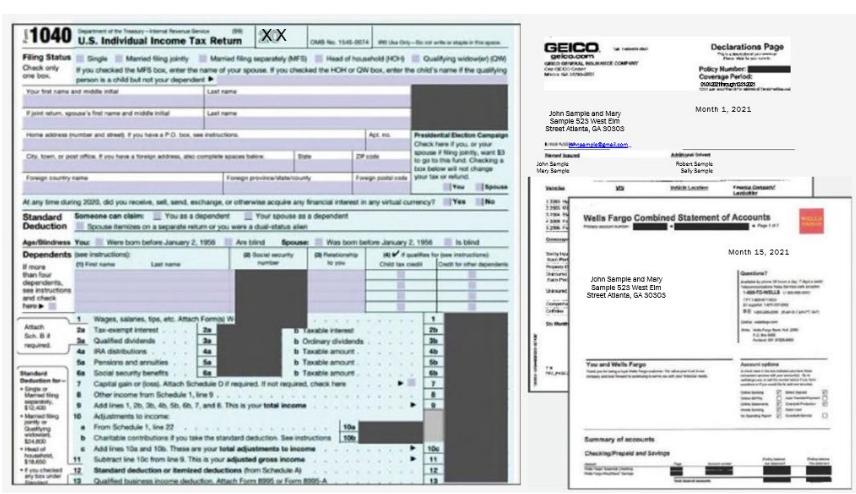


After you enter your dependent information, the verification website will tell you what specific documents you must send for each dependent. You will then upload these documents directly to the site. (You can also complete the dependent verification using your smartphone, take a picture of your documents and upload them from your photos.) Please see below for typical required documents. Be sure to redact/black out any financial information, account numbers and Social Security Numbers before submitting your documents.

Each submitted document will be reviewed by the Dependent Eligibility Center for approval before processing coverage.

Again, the website to verify your dependents is:

https://verify.mydependents.com/FortBendISD



Typical Required Documents:

Employee Relationship:	Required supporting documentation:
Legal spouse	**Option 1.** 2024 or 2025 Joint Tax Return OR **Option 2.** Marriage Certificate and two joint financial statements (showing you and your spouse at the same address and dated within 60 days.) If you file married filing separately, send the first page of your and your spouse's tax return. If you were married within the last 12 months, submit only your marriage certificate. If you do not share finances, please submit your marriage certificate and two financial statements in employee name PLUS two financial statements in spouse name, showing same address and dated within last 60 days.
Common Law Spouse	Texas Issued Declaration of Informal Marriage OR Common Law Affidavit AND two joint financial statements.
Biological/Adopted Child	**Option 1.** Government issued birth certificate showing employee as parent. **Option 2.** Verification of Birth Facts
Stepchild	Child's government-issued birth certificate AND **Option 1.** 2024 or 2025 Joint Tax Return OR **Option 2.** Marriage Certificate and two joint financial statements. If you file married filing separately, send the first page of your and your spouse's tax return. If you were married within the last 12 months, submit only your marriage certificate.
Child Age 26 or Over/Disabled	Birth certificate of Child
Other Child Relationship	Legal Guardianship or Legal Custody Paperwork

Please redact all financial information, Social Security numbers and account numbers before submitting your documents.

Your state may have specific rules governing the photocopying of vital records. In this case, please transfer the vital record information to plain paper and upload documents to the Dependent Eligibility Center.