

ELIGIBILITY

REQUIRED DOCUMENTS

To enroll your dependents in the benefit plans, you must submit proof of eligibility documents within 14 days of your benefits effective date. Please visit <https://go.benefitsdetails.com/fbisddependentverify> to register and complete the dependent verification process. You should NOT submit original documents or certified copies (which would have a raised seal). Make sure the official seal is visible on all copies. Original documents cannot be returned.

NOTE: The FBISD Dependent Verification System is powered by Apex and Selerix and is available to the District through its relationship with Aflac. Because of this licensing arrangement, you may see Aflac branding within the verification site. This branding is related only to the system’s licensing and is separate from any Aflac insurance coverage you may or may not have.

TYPICAL REQUIRED DOCUMENTS:	
EMPLOYEE RELATIONSHIP:	REQUIRED SUPPORTING DOCUMENTATION:
Legal spouse	Option 1: 2025/2026 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: 2025/2026 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.

