

Required Documentation List

For Actives and Retirees

Documentation you need to provide as proof of your dependent's eligibility

Documentation is needed for each dependent enrolled in a Dow health care plan. A complete list of documentation is shown below. Additional information is available from the applicable Summary Plan Description which can be found on www.dowbenefits.com.

For questions on how to obtain duplicate documents such as a marriage or birth certificate, please contact the appropriate entity or government office.

Important Note: We want to protect your confidential information. Please black out all financial information and the first five digits of all Social Security numbers.

Proof Needed for Spouse

1. Copy of marriage certificate*

AND

2. ONE of the following:
 - Copy of the spouse's birth certificate*; **or**
 - Copy of the spouse's U.S. Passport page that includes date of birth; **or**
 - Certificate of spouse's naturalization that includes the date of birth; **or**
 - Copy of the spouse's Enhanced Driver's License (EDL)

Proof Needed for Domestic Partner

1. A completed Statement of Domestic Partner Relationship form:
<https://corporate.dow.com/en-us/benefits/new-and-active-employees/health-and-insurance.html>

AND

2. Copies of two proofs of financial co-dependency as defined in the Statement of Domestic Partner Relationship Form

AND

3. ONE of the following:
 - Copy of the domestic partner's birth certificate*; **or**

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- Copy of the domestic partner's U.S. Passport page that includes date of birth; **or**
- Certificate of domestic partner's naturalization that includes the date of birth; **or**
- Copy of the spouse's Enhanced Driver's License (EDL)

Proof Needed for Child or Child of Domestic Partner

1. ONE of the following:
 - Copy of the child's birth certificate*; **or**
 - Copy of the child's U.S. Passport page that includes date of birth; **or**
 - Certificate of child's naturalization that includes the date of birth; **or**
 - Copy of the child's Enhanced Driver's License (EDL)

OR

2. Copy of Qualified Medical Child Support Order (QMCSO)

*Alternate Documentation

Alternate Documentation for Birth Certificate

1. Request a copy of the birth certificate from the appropriate agency

OR

2. If the appropriate agency cannot locate the birth certificate, you must request a letter from the agency stating such. If a copy is not available and the appropriate agency was contacted for a copy, the following documents are acceptable proof of birth date when accompanied by a copy of the letter from the agency stating that a copy could not be located:

- Certificate of Naturalization or Certificate of Citizenship
- Any document recorded before age 5 that shows date of birth:
 - Baptismal Record
 - Doctor or Hospital Records
 - Adoption Records
 - School Records
 - Family Bible Records
 - Newspaper Announcement
 - Insurance Files

OR

3. If no record is available, then a notarized affidavit from at least 2 people who have knowledge of person's birth

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Alternate Documentation for a Marriage Certificate

1. Letter from county where person was married stating that certificate cannot be found or that one was not required when person was married or that person complied with the legal requirements for a common law marriage

OR

2. Copy of church record of marriage

OR

3. If no letter or church record, provide affidavits from:
 - At least 2 parties who witnessed the marriage, **or**
 - If cannot get affidavits from 2 parties who witnessed marriage, at least 2 affidavits by parties who knew person through the term of the marriage (can be siblings, but not children)

AND

- In addition to the affidavits, a copy of one of the following must be provided:
 - Jointly filed tax return, pages 1-2 of Form 1040, Form 1040A or Form 1040EZ
 - Item in newspaper representing person as married
 - Joint deeds
 - Family record of marriage
 - Social Security statement which states Mr. or Mrs.

Please mail all documents including the transmittal letter to:

Dow Benefits Service Center – Coverage Compliance
Dept: Dow
P.O. Box 981901
El Paso, TX 79998

Or you may submit a copy of your documentation by:

1. Log onto <https://dowbenefits.ehr.com> to access the Dow US Benefits Website
2. Click on **Inbox** at the top of the page
3. Click on **Create a New Message**
4. Populate or Update the following Fields:
 - Subject: Select **Misc.**

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- **Phone Number**
 - **Email**
 - **Message:** Enter names of dependents being verified and documents being submitted
5. Click **Add Attachment**
 - To add the first attachment:
 - **File Name:** Click browse and locate the file
 6. Click **Open**
 7. The inbox with the attached documents will show
 8. Click on **Add Attachment** and repeat steps 5 and 6 to add additional documents
 9. If you have any additional questions or comments you can add them in the **Message** box and click on **Send**

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