

Required Documentation



If you are adding an eligible dependent, the following documents are required:

Spouse, Domestic Partner (AB205), or Domestic Partner (Non-AB205):

In addition to the documentation listed below, a copy of last year's tax return(s) will be required. Starting in mid-2025, SISC will require tax documents from tax year 2024. Please redact financial information and the first five digits of SSN. If taxes were filed separately, a copy of both returns is required.

- **Spouse** – Photocopy of the legal Certificate of Marriage or officiate-issued certificate
- **Domestic Partner (AB205)** – Photocopy of a certified copy of the Declaration of Domestic Partnership that was filed with California Secretary of State (once filed, the form is stamped by the state)
- **Domestic Partner (Non-AB205)** – Photocopy of a notarized copy of the Declaration of Domestic Partnership form
- **Dependent Child** – Photocopy of the legal birth certificate, hospital certificate, adoption paperwork, or guardianship paperwork issued by a court (documentation must include both child and parents' names and the dependent relationship to the employee). Grandchildren are only eligible if they are the employee/retiree's dependent through adoption or legal guardianship.

As a large public entity purchasing pool of educational agencies, SISC requires dependent eligibility documentation to validate each dependent's legal relationship to the employee. If you do not have copies of the required documents, you may contact the county recorder's office in which the marriage or birth occurred.



Enrollment information submitted with incomplete forms or missing documents will cause a delay in access to benefits.