

## OXY LIST OF ACCEPTABLE DOCUMENTS

Type of Dependent	Acceptable documentation (copies only no originals) to submit				
Spouse or Domestic Partner	One of the following: <ul style="list-style-type: none"><li>• Marriage certificate</li><li>• Domestic Partner Affidavit</li><li>• State issue certificate of Common Law Marriage</li></ul>	AND	Any one of the following: <ul style="list-style-type: none"><li>• Current mortgage statement or other proof of joint ownership of the home</li><li>• Current rent/lease agreement (with name of employee and spouse/domestic partner)</li><li>• Page 1 of last year's federal or state tax return (1040, 4506-T, 8879 or M8453) listing spouse (please omit or mark out any dollar amounts)</li><li>• Auto/homeowner insurance currently in effect showing both names</li><li>• Immigration papers (if marital status is listed)</li><li>• Utility bills, with the same address currently in effect</li></ul>		
Child <ul style="list-style-type: none"><li>• Biological</li></ul>	One of the following: <ul style="list-style-type: none"><li>• Hospital record of birth with the child's name and participant shown as a parent</li><li>• Long-form birth certificate (copy of original)</li><li>• Paternity/maternity test (notarized)</li><li>• Report of Birth Abroad of a U.S. Citizen</li><li>• Court-approved child support order</li></ul>	OR	Any one of the following: <ul style="list-style-type: none"><li>• Baptismal certificate</li><li>• Hospital record of birth</li><li>• Page 1 of last year's federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) listing child as a dependent</li><li>• Family registry (births outside of the U.S. only)</li></ul>		
Child <ul style="list-style-type: none"><li>• Adopted</li><li>• Legal Guardianship</li></ul>	One of the following: <ul style="list-style-type: none"><li>• Reissued birth certificate (listing adoptive parent names)</li><li>• Adoption papers</li><li>• Adoption placement papers</li><li>• Court-approved child support order</li><li>• Court-approved Guardianship papers</li></ul>				
Child <ul style="list-style-type: none"><li>• Lawful Spouse</li><li>• Domestic Partner</li></ul>	One of the following: <ul style="list-style-type: none"><li>• Long-form birth certificate (copy of original)</li><li>• Reissued birth certificate (listing adoptive parent names)</li><li>• Paternity/maternity test (notarized)</li><li>• Adoption papers</li><li>• Report of Birth Abroad of a U.S. Citizen</li><li>• Divorce decree showing children born to the marriage</li><li>• Court-approved child support order</li><li>• Court-approved Guardianship papers</li></ul>	OR	Any two of the following: <ul style="list-style-type: none"><li>• Baptismal certificate</li><li>• Hospital record of birth</li><li>• Page 1 of federal or state tax return (1040, 4506, 4506T, 8879 or M8453) filed for either of the past two years listing spouse, same-sex domestic partner</li><li>• Family registry (births outside of the U.S. only)</li></ul>	AND	One of the following: <ul style="list-style-type: none"><li>• Marriage certificate of parents</li><li>• Domestic Partner Affidavit</li></ul>

If you have questions, please contact the OxyLink Employee Service Center by sending an email to [oxylink@oxy.com](mailto:oxylink@oxy.com) or calling 800-699-6903 (or 918-610-1990 from outside the U.S.) Mon – Fri between 8:00am and 4:30pm CST.