

## OXY LIST OF ACCEPTABLE DOCUMENTS

Type of Dependent	Acceptable documentation (copies only no originals) to submit				
<b>Spouse or Domestic Partner</b>	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>		
<b>Child</b> <b>• Biological</b>	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>		
<b>Child</b> <b>• Adopted</b> <b>• Legal Guardianship</b>	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>				
<b>Child</b> <b>• Lawful Spouse</b> <b>• Domestic Partner</b>	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 one 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.