

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*June 8, 2015*

## **Clarification Regarding Marriage Documentation**

Some of you have had questions regarding the marriage certificate documentation required when a health plan participant adds a spouse to state health benefits coverage. The marriage certificate needs to be a photocopy of the official document issued by the state or local authority, such as the Bureau of Vital Statistics or local court.

In Virginia, participants may request marriage certificates from the Virginia Department of Health's Office of Vital Records either in person or online at [http://www.vdh.virginia.gov/vital\\_Records/index.htm](http://www.vdh.virginia.gov/vital_Records/index.htm). Other states have similar websites. Marriage certificates are also available through the court where the marriage license was issued.

Agencies **cannot** accept as documentation a marriage certificate from an ordained minister, marriage commissioner, judge or justice of the peace. This is not considered an official document.

Eligibility Rules and Definitions information on the Department of Human Resource Management's website at <http://www.dhrm.virginia.gov/healthcoverage/eligibility> has been revised to clarify the documentation necessary, and the chart on the 2015 state active enrollment form also has been updated (see the Forms link at <http://www.dhrm.virginia.gov/forms>).

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).***