

Affidavit for Certification of Marriage and Children

Section 1. Employee Information and Marriage Verification. To be completed and signed by employee and spouse.

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| Print Employee's Name: Last | First | Middle Initial | Print Spouse's Name (if applicable) |
| Address (Street Name and Number) | | Apt. # | Spouse's Birthdate |
| City | State | Zip Code | Spouse's Social Security # (SSN) |

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| I attest, under penalty of perjury, that I have been (check the following that applies, if applicable): <input type="checkbox"/> Formally Married [<i>married by formal ceremony</i>] to _____ (insert name of spouse) since _____ (insert beginning date of marriage) to the present time; or <input type="checkbox"/> Informally Married [<i>also sometimes called Common Law Married</i>] to _____ (insert name of spouse) since _____ (insert beginning date of marriage) to the present time. | Document Verification Type To be completed by Employer |
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Section 2. Children Verification. I/We (employee or employee and employee's husband or wife), hereby certify that the following named child/ren (1) were born to or adopted by employee and/or employee's husband or wife; and/or (2) were awarded, by a court of competent jurisdiction, to employee and/or employee's husband or wife in a legal guardianship proceeding; and/or (3) are either employee's grandchildren or the grandchildren of employee's husband or wife; and I/We hereby affirm and acknowledge the following named children to be our lawful children and/or grandchildren:

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| Printed Name of child: _____ SSN: _____ Relationship: <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Step-son <input type="checkbox"/> Step-daughter <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandchild | Document Verification Type To be completed by Employer |
| Printed Name of child: _____ SSN: _____ Relationship: <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Step-son <input type="checkbox"/> Step-daughter <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandchild | |
| Printed Name of child: _____ SSN: _____ Relationship: <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Step-son <input type="checkbox"/> Step-daughter <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandchild | |
| Printed Name of child: _____ SSN: _____ Relationship: <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Step-son <input type="checkbox"/> Step-daughter <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandchild | |
| Printed Name of child: _____ SSN: _____ Relationship: <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Step-son <input type="checkbox"/> Step-daughter <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandchild | |
| Printed Name of child: _____ SSN: _____ Relationship: <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Step-son <input type="checkbox"/> Step-daughter <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandchild | |

I, the undersigned employee, understand this affidavit will no longer be effective if my spouse dies or if there is a change of circumstances attested to in this affidavit. I further agree to notify the Williamson County Human Resources Department if there is any change of circumstances attested to in this affidavit within 30 days of such change. I/We (employee or employee and employee's husband or wife) understand this affidavit may have legal implications under Texas State law and I/We represent to Williamson County that I/We am/are executing this affidavit on my/our own free will and that I/We had the opportunity to discuss the execution hereof with our legal counsel. I/We further understand a civil action may be brought against me/us for any losses, including reasonable attorney fees, which may be incurred by Williamson County due to a false statement or misstatement of fact contained in this affidavit or due to a failure to notify the Williamson County Human Resources Department of any change of circumstances attested to in this affidavit within 30 days of such change. I/We also acknowledge and understand that I and/or my husband or wife may be subject to criminal prosecution for the willful falsification of information in this affidavit. I/We, by the act of signing below, hereby certify under penalty of perjury, under the laws of the State of Texas, the foregoing is true and correct.

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| Employee's Signature | Date (month/day/year) |
| Spouse's Signature | Relationship to Employee: Employee's <input type="checkbox"/> Husband <input type="checkbox"/> Wife |
| | Date (month/day/year) |

Section 3. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A And / Or examine one document from List B, as listed on the reverse of this form, and record the title in appropriate area indicated on this form.

CERTIFICATION – I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee that the above listed document(s) appear to be genuine and to relate to the employee named.

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| Signature of Employer or Authorized Representative | Print Name | Title |
| Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) Williamson County Human Resources 301 SE Inner Loop Suite 108, Georgetown, TX 78626 | | Date (month/day/year) |

LISTS OF ACCEPTABLE DOCUMENTS

LIST A

LIST B

Only children that meet the plan definition for “dependent child” may be covered as an eligible dependent.

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| <p>1. <u>Documentation for Formal Marriages:</u> If you were formally married by ceremony and you wish to maintain coverage or enroll your husband or wife as an eligible dependent under the Williamson County Health Benefits Plan, you must provide the Williamson County Human Resources Department with a copy of your Marriage License/Certificate, as well as any other necessary documentation that is requested by the Williamson County Human Resources Department, including, but not limited to an Affidavit Regarding Formal Marriage. If, after a reasonable and diligent search, you cannot locate your Marriage License/Certificate, each spouse must sign and return to the Williamson County Human Resources Department an Affidavit Regarding Formal Marriage and Lost Marriage License/Certificate, which may be obtained through the Williamson County Human Resources Department.</p> | <p>1. For each child that was <u>naturally born</u> to an employee and/or to the employee’s husband or wife, the employee must provide the child’s birth certificate. If, after a reasonable and diligent search, you cannot locate the said birth certificate, you must sign and return to the Williamson County Human Resources Department an Affidavit Regarding Children and Lost Supporting Documentation, which may be obtained through the Williamson County Human Resources Department.</p> |
| <p>2. <u>Documentation for Informal Marriages:</u> If you are currently informally married and you wish to maintain coverage or enroll your husband or wife as an eligible dependent under the Williamson County Health Benefits Plan, you and your husband or wife must either (1) complete an Affidavit Regarding Informal Marriage, which may be obtained through the Williamson County Human Resources Department, and return an original fully executed copy of same to the Williamson County Human Resources Department; or (2) provide the Williamson County Human Resources Department with a file stamped copy of a Declaration and Registration of Informal Marriage that has been previously filed for record with a county clerk in the state of Texas; and provide any other necessary documentation that is requested by the Williamson County Human Resources Department.</p> | <p>2. For each child that an employee and/or an employee’s husband or wife has been <u>appointed as legal guardian</u> of, the employee must submit the order of guardianship from the court which awarded such guardianship. If, after a reasonable and diligent search, you cannot locate the said order of guardianship, you must sign and return to the Williamson County Human Resources Department an Affidavit Regarding Children and Lost Supporting Documentation, which may be obtained through the Williamson County Human Resources Department.</p> |
| | <p>3. For each child that was <u>adopted</u> by an employee and/or the employee’s husband or wife, the employee must provide a decree of adoption or the child’s amended birth certificate. If, after a reasonable and diligent search, you cannot locate the child’s decree of adoption or the child’s amended birth certificate, you must sign and return to the Williamson County Human Resources Department an Affidavit Regarding Children and Lost Supporting Documentation, which may be obtained through the Williamson County Human Resources Department.</p> |