

# Dependent Verification

Dependent verification is needed for any dependent (spouse or child) added to medical and/or dental coverage. Documents to verify dependents are listed here in this chart.

Dependent	Documentation Options to Verify Dependent	
Spouse	Date of marriage <b>less than</b> 12 months	Submit a copy of <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Government-Issued Marriage Certificate, or</li> <li>• Most recent federal tax return with both your name and your spouse's name, or</li> <li>• I-94 form plus a Government-Issued Marriage Certificate.</li> </ul>
	Date of marriage <b>greater than</b> 12 months	Submit a copy of <b>one</b> of the following combinations: <ul style="list-style-type: none"> <li>• Most recent federal tax return with both your name and your spouse's name and proof of joint ownership dated within the last six months (ex. Bank/Credit Card Statement; Lease/Mortgage Statement; Utility Bill), or</li> <li>• Government-Issued Marriage Certificate and proof of joint ownership dated within the last six months (ex. Bank/Credit Card Statement; Lease/Mortgage Statement; Utility Bill), or</li> <li>• I-94 form plus a Government-Issued Marriage Certificate.</li> </ul>
Child(ren)	Submit a copy of <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Most recent federal tax return with your child's name</li> <li>• Government-Issued Birth Certificate</li> <li>• Hospital Birth Record (if the date of birth is within 90 days of your child's coverage effective date)</li> <li>• Adoption Certificate/Placement Agreement</li> <li>• Document of Legal Guardianship/Custody</li> </ul> Document must list you and/or your verified spouse as the parent(s).	
Stepchild(ren)	Submit a copy of <b>both</b> of the following: <ul style="list-style-type: none"> <li>• Government-Issued Marriage Certificate</li> <li>• Government-Issued Birth Certificate</li> </ul> Document must list you and/or your verified spouse as the parent(s).	
Grandchild(ren)  <i>Child(ren) of an employee's dependent child are eligible for coverage if the employee's dependent child is enrolled in Jabil's coverage.</i>	Submit a copy of <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Most recent federal tax return of enrolled dependent child with your grandchild's name</li> <li>• Government-Issued Birth Certificate showing enrolled dependent child as Mother or Father</li> <li>• Hospital Birth Record showing enrolled dependent child as Mother or Father (if the date of birth is within 90 days of your grandchild's coverage effective date)</li> <li>• Adoption Certificate/Placement Agreement of enrolled dependent child</li> <li>• Document of Legal Guardianship/Custody of enrolled dependent child</li> </ul>	



**You have 30 days to provide documentation to verify your dependents; otherwise, coverage for your dependents will be canceled.**

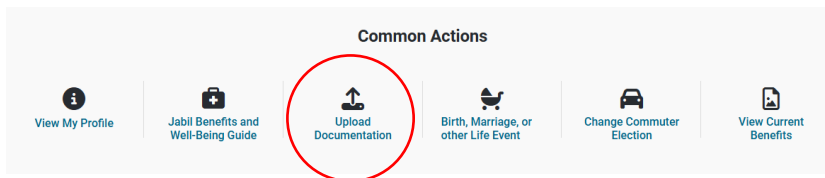


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- Vital Records Request: It can take 4–8 weeks for vital records to be processed in some states and countries. Order your documentation early in the verification process to ensure receipt.
- Photocopying Vital Records: Some states and county clerk offices prohibit the copying of vital records (e.g., Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

**To begin the Process:**

- Log on to bswift by visiting [jabilbenefits.bswift.com](https://jabilbenefits.bswift.com) (<https://jabilbenefits.bswift.com/>).
- Once logged in, click on “Upload Documentation” under Common Actions on the Home Page.



- Select the correct type of document you are uploading and that your document is labeled correctly so it can be identified. Some documents may be reviewed by AI. Correctly labeling your document is critical to avoid your documents being denied.

**Uploaded Documents**

The screenshot shows a search interface for uploaded documents. It has three input fields: "Title", "Description", and "Document Type" (with a dropdown arrow). Below these are several buttons: "Search", "Cancel", and "Reset Fields". To the right of the input fields is a list of document types to add: "Add Appeal Form", "Add Birth Certificate", "Add Death Certificate", "Add Marriage Certificate/License", "Add Proof of Gain of Benefits", and "Add Proof of Loss of Benefits".

- You may also submit documentation via the mobile app or by mail. If you mail, do not send original documents. Send copies only.
  - Jabil Benefits Service Center  
Attn: Dependent Verification  
P.O. Box 804057  
Chicago, IL 60680
- Notice of approval, denial, or more information needed will be sent to your preferred method of communication as noted in bswift. Your HR partner may also help by reviewing the Employee File located in bswift.
- If your dependents fail verification, coverage will end at the end of the verification period and not back to the original date of coverage. Claims incurred during the verification period will be processed by the insurance carriers. Premiums are NOT refunded back to the effective date of coverage as coverage was in effect during this timeframe. Terminations are made on a prospective basis.
- Information about the benefit plans offered by Jabil can be located on the digital [Jabil Benefits Guide](https://jabilbenefitsguide.com/) (<https://jabilbenefitsguide.com/>).

**Need Help?**  
**877.525.2363**  
**8 a.m. – 8 p.m. Eastern, Monday – Friday**

