

Obtaining a State-Certified Birth and Marriage Certificate

Why do I need to provide a copy of my State-Certified Marriage Certificate or child's State-Certified Birth Certificate?

The Costco Employee Benefits Program requires that you substantiate your relationship to the family members that you are requesting to enroll for coverage. A State Certified Marriage Certificate is required when you request enrollment of your spouse or your stepchild. In addition, you are required to provide a State Certified Birth Certificate whenever you request to enroll your child, your stepchild or your Domestic Partner's children.

What qualifies as a State-Certified Birth Certificate?

To be considered a State-Certified Birth Certificate it must include all of the following information. See example A on page 2.

1. Child's first and last name
2. Child's date of birth
3. Indication that the document was issued by the state/county and the birth was recorded in the state/county's vital records.
4. First and last name of employee as the child's parent or;
5. First and last name of the employee's spouse as the child's parent if adding a stepchild

What qualifies as a State-Certified Marriage Certificate?

To be considered a State-Certified Marriage Certificate it must include all of the following information. See example B on page 2.

1. First and last name of employee
2. First and last name of spouse
3. Date of marriage
4. Indication that the document was issued by the state/county and the marriage was recorded in the state/county's vital records.

Where can I order a State-Certified Birth or Marriage Certificate?

The most common place to order a State-Certified Birth or Marriage Certificate is the Office of Vital Records in the state where the child was born in or the marriage took place . To locate a list of Vital Record Offices by state go to: <http://vitalrec.com/>

You can also order a State-Certified Birth or Marriage Certificate online at one of the below websites. These websites cannot be accessed from the Enet computer your breakroom.

- <http://www.vitalchek.com>
- <http://www.usbirthcertificate.com>
- <http://www.easybirthcertificate.com/>

What do I provide if my dependent child was born outside of the United States or if I was married outside of the United States?

Typically when a birth or marriage takes place in a country other than the United States written documentation verifying the birth or marriage is provided although the format will vary by country. If the document is in a language other than English or Spanish you are required to have this document translated by a professional Translator or translation service. The Translator must notarize the document with their signature and provide a statement that the document is an accurate translation.

EXAMPLE A – STATE CERTIFIED BIRTH CERTIFICATE

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

CERTIFICATE OF LIVE BIRTH

CERTIFICATE NUMBER: 148-2011-018099 DATE ISSUED: 5/6/2010


GIVEN NAMES: JANE ← Child's first and last name listed
LAST NAME: SMITH

DATE OF BIRTH: APRIL 1, 2011 ← Child's date of birth
FACILITY: OVERLAKE HOSPITAL MEDICAL CENTER
PLACE OF BIRTH: BELLEVUE, KING COUNTY, WASHINGTON
TIME OF BIRTH: 06:00 A.M.
SEX: FEMALE

MOTHER'S MAIDEN NAME: JANET PARKER ← First and last name of employee as child's parent
PLACE OF BIRTH: WASHINGTON
DATE OF BIRTH: 10/15/1985

FATHER'S NAME: JOE SMITH ←
PLACE OF BIRTH: WASHINGTON
DATE OF BIRTH: 06/01/1983

FILING DATE: APRIL 5, 2011 ← Indication that the document was issued by the state/county and recorded
FEE NUMBER: 1868258



EXAMPLE B – STATE CERTIFIED MARRIAGE CERTIFICATE

201107114010 1 PG
07/11/2011 9:39am \$0.00
SNOHOMISH COUNTY, WASHINGTON

201106024027 1 PG
06/02/2011 9:49am \$62.00
SNOHOMISH COUNTY, WASHINGTON

Indication that the document was issued by the state/county and the marriage was recorded in the state/county's vital records

CERTIFICATE OF MARRIAGE
Please type or print clearly in permanent black ink. State File Number

COUNTY OF LICENSE: SNOHOMISH DATE VALID: 12/01/2009 NOT VALID AFTER: 01/31/2010

OFFICIANT - I certify the persons named below were married on ...
1. DATE OF MARRIAGE (MO/DAY/YR.): 01/05/2010 2. COUNTY OF CEREMONY: SNOHOMISH 3. TYPE OF CEREMONY: Religious Civil 4. DATE SIGNED (MO/DAY/YR.): 01/05/2010

5. OFFICIANT'S NAME (PRINT): JOHN PARKER ← Date of Marriage
OFFICIANT'S SIGNATURE: John Parker
7. OFFICIANT'S ADDRESS (STREET, CITY, STATE): 999 LAKE DRIVE ISSAQUAH WA 98027

GROOM

8. GROOM'S NAME: FIRST: JOE MIDDLE: A LAST: SMITH
9. CURRENT RESIDENCE ADDRESS (NUMBER AND STREET): 1234 JOE SMITH DRIVE 10. DATE OF BIRTH (MO/DAY/YR.): 06/01/1983 11. BIRTH STATE (IF NOT USA GIVE COUNTRY): WASHINGTON
12. CITY/TOWN/LOCATION: ISSAQUAH 13. INSIDE CITY LIMITS: Yes No 14. COUNTY: KING 15. STATE: WA
16. FATHER'S NAME (FIRST/LAST): JOE SMITH 17. BIRTH STATE (IF NOT USA GIVE COUNTRY): WASHINGTON
18. MOTHER'S MAIDEN NAME (FIRST/LAST): SUE WILSON 19. BIRTH STATE (IF NOT USA GIVE COUNTRY): WASHINGTON
20. GROOM'S SIGNATURE: X Joe Smith 21. DATE SIGNED (MO/DAY/YR.): 12/01/2009

BRIDE

22. BRIDE'S NAME: FIRST: JANET MIDDLE: A LAST: PARKER 23. MAIDEN NAME: PARKER
24. CURRENT RESIDENCE ADDRESS (NUMBER AND STREET): 1234 JOE SMITH DRIVE 25. DATE OF BIRTH (MO/DAY/YR.): 10/15/1985 26. BIRTH STATE (IF NOT USA GIVE COUNTRY): WASHINGTON
27. CITY/TOWN/LOCATION: ISSAQUAH 28. INSIDE CITY LIMITS: Yes No 29. COUNTY: KING 30. STATE: WA
31. FATHER'S NAME (FIRST/LAST): WILLIAM PARKER 32. BIRTH STATE (IF NOT USA GIVE COUNTRY): WASHINGTON
33. MOTHER'S MAIDEN NAME (FIRST/LAST): NANCY NELSON 34. BIRTH STATE (IF NOT USA GIVE COUNTRY): WASHINGTON
35. BRIDE'S SIGNATURE: X Janet Parker 36. DATE SIGNED (MO/DAY/YR.): 12/01/2009

37. WITNESS SIGNATURE: X William Parker 38. WITNESS SIGNATURE: X Nancy Parker
39. COUNTY AUTHORITY SIGNATURE: X County Clerk 40. DATE SIGNED (MO/DAY/YR.): RECEIVED