



Dependent Type	Required Documents*
<p><i>*Please note, any financial information in the documents should be redacted prior to submission, along with all but the last four digits of social security numbers.</i></p>	
<p><b>Spouse</b></p>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Marriage Certificate</li> <li>▪ Official Court Documentation of Marriage</li> <li>▪ Declaration of Common Law Marriage</li> </ul>
<p><b>Domestic Partner</b></p>	<p><b>Either</b></p> <ul style="list-style-type: none"> <li>▪ Domestic Partner Affidavit (Notarized)</li> </ul> <p><b>and one of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Bank or Credit Card Statement with Common Address</li> <li>▪ Mortgage or Lease Statement with a Common Address</li> <li>▪ Motor Vehicle Registration Card or Proof of Insurance with a Common Address</li> <li>▪ Utility Bill with a Common Address</li> </ul> <p><b>Or one of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Documentation of Domestic Partner Registration</li> <li>▪ Documentation of a Civil Union</li> </ul>
<p><b>Children</b></p>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Birth Certificate with Parents Name Listed</li> <li>▪ Hospital Birth Record (within 90 days of Birth)</li> <li>▪ Adoption Certificate</li> <li>▪ Qualified Medical Child Support Order</li> </ul>
<p><b>Step-Children</b></p>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Birth Certificate with Parents Name Listed</li> <li>▪ Hospital Birth Record (within 90 days of Birth)</li> <li>▪ Adoption Certificate</li> <li>▪ Qualified Medical Child Support Order</li> </ul> <p><b>Note:</b> additional documents may be requested, such as a Marriage Certificate, Official Court Documentation, or a Current Tax Return to substantiate the child’s relationship</p>
<p><b>Domestic Partner Child</b></p>	<ul style="list-style-type: none"> <li>▪ Domestic Partner Affidavit (Notarized)</li> </ul> <p><b>And one of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Birth Certificate with Parents Name Listed</li> <li>▪ Hospital Birth Record (within 90 days of Birth)</li> <li>▪ Adoption Certificate</li> <li>▪ Qualified Medical Child Support Order</li> </ul>
<p><b>Children for whom you are legal guardian or have legal custody</b></p>	<p>Court documents showing the employee or spouse has been awarded Legal Guardianship or Legal Custody by the court</p>



**Documentation can be submitted via:**

Online Upload: Go to [www.myTennecoUSBenefits.com](http://www.myTennecoUSBenefits.com). The upload feature is at the bottom left of the home page under Additional Items to Explore.

Mail: Tenneco US Benefits Center  
P. O. Box 2188  
Bellaire, TX 77402

**Submission of Documentation:**

Standard forms that team members return to Empyrean should include the following information, on each page, to support accurate and efficient processing:

- Attn: Tenneco US Benefits Center
- Participant's full name, first and last name
- Participant's employee ID or last four digits of the Social Security number
- A daytime phone number where the participant may be reached

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