



QUALIFYING LIFE EVENTS and REQUIRED DOCUMENTATION

If you are making a change to your benefits outside of Open Enrollment, you are required to submit Qualifying Life Event (QLE) documents.

Qualifying Life Event documentation must be received within 30 days from the date of enrollment. If you do not provide valid documentation prior to the deadline date, your benefit changes will not be approved and your dependent(s) will not be covered.

Eligible QLEs include:

- **Change to Dependent Status** – including marriage, divorce, birth or adoption
- **Changes to Insurance Eligibility** – including the loss or gain of other insurance coverage

Qualifying Life Event	Required Documents
Adoption	Adoption or Placement Documents
Birth	Birth Certificate
Death of a dependent	Death Certificate
Dependent Becomes Disabled	Social Security Disability Letter
Divorce	Divorce Decree
Domestic Partnership	Domestic Partnership Affidavit
Guardianship or legal custody of a child	Court Issued Guardianship or Custody Documents
Loss of Other Coverage	Proof of Loss of Coverage
Marriage	Marriage Certificate
Now Eligible for Other Coverage	<i>Documentation not required</i>

DEPENDENT ELIGIBILITY REQUIREMENTS

Petco reserves the right to audit dependent elections to ensure they abide by plan rules. New Dependents will be required to have dependent verification documents submitted and approved in order for the dependent to be covered. Documentation must be submitted within 30-days of the Qualified Life Event (QLE). Exact details of the required documentation will be provided to you by Alight benefits enrollment portal when you add a new dependent.

Eligible dependents and documents include:

Eligible Dependents	Eligible Documents <i>(Other documentation may be required)</i>
Legal Spouse	Government Issued Marriage Certificate, Tax return with the last 2 years
Domestic Partner	Domestic Partnership Affidavit
Child – Biological, Stepchild, Adopted	Government Issued Birth Certificate, Adoption Certificate, Court Document
Child – Legal Guardianship	
Child – Disabled Child	
Child of Domestic Partner*	

**Domestic partner must be covered to allow child of domestic partner*