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DOCUMENTS ACCEPTED AS PROOF OF A PERSON'S BIRTH DATE

Acceptable proof of birth is required before any benefits are paid
(Participant or Beneficiary)

The person's birth certificate is preferred as evidence of birth date.

However, the following documents will be accepted as evidence of birth date when no birth certificate is available:

Either:

- a) A certificate of a church birth record reflecting the person's name and birth date; or
- b) A family Bible record reflecting the person's name and birth date; or
- c) A notarized affidavit in approved GMEBS format (which is available upon request) from two older relatives, attesting to the person's birth date.

If neither (a), (b), nor (c) above is available, two of the following documents will be acceptable if they show the person's name, and the date of birth or the age of the person on a particular date.

However, at least one document must show the person's name and exact date of birth:

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|---|---------------------------|
| 1) The person's marriage record | 9) School record |
| 2) Birth records of the person's children | 10) Fraternal record |
| 3) Military discharge papers | 11) Motor vehicle record |
| 4) Naturalization paper | 12) Old employment record |
| 5) Passport | 13) Voter's record |
| 6) Driver's License | 14) Insurance Policy |
| 7) Hospital record of birth | 15) Professional record |
| 8) Confirmation record | 16) Census record |

Please note: A copy of any document is acceptable, as long as the name and birthdate are clearly readable.

Note also: If the name on the evidence of birth date is different from the name on file with GMEBS, be sure to attach to the document the name the employee is currently using (as in the case of a married female). It may be necessary to submit additional documentation to substantiate the name change (such as marriage certificate, court order).