

OCERS Administrative Procedure (OAP)

Documentation of Birthdate and Marriage/Domestic Partnership

I. Purpose

This OCERS administrative procedure (OAP) aims to set forth what documentation OCERS' staff will consider when verifying a member or beneficiary's birthdate or marriage/domestic partnership status.

II. Authority

This OAP is established pursuant to the Chief Executive Officer (CEO) Charter, section 8.f., which directs the CEO to develop staff policies and procedures to ensure effective and efficient administration of member benefits. The OAP is in conformance with Board Policy, the County Employees Retirement Law (California Government Code section 31450, *et seq.*) (CERL), and the Public Employees' Pension Reform Act (Government Code, sections 7522 - 7522.74) (PEPRA).

III. Documentation

Date of birth evidence

OCERS will deem authentic copies of the following documents sufficient to establish the birthdate of a member or beneficiary:

- Birth certificate or delayed birth certificate
- Certificate of Naturalization or U.S. passport
- Foreign passport with I-94
- Border crossing card with I-94
- Real ID/driver's license
- Social Security certification

Marriage or Domestic Partnership Evidence

OCERS will deem authentic copies of the following documents sufficient to establish the marriage or domestic partnership status of a member:

- Marriage certificate
- State-recognized certificate of domestic partnership

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When none of the above documents can be produced, an alternative document, such as those listed below, may be submitted for review. OCERS will make a determination on whether or not they are sufficient to establish the date of birth, marriage, or domestic partnership status:

- Sworn affidavits from relatives – must be notarized
- Records of religious ceremonies (e.g., church, temple, or mosque records of a birth or marriage ceremony)
- State census records
- Hospital records/vaccination records
- Physician or midwife birth record
- DD214 (military discharge certificate)
- School records
- Insurance policy records
- Other credible records

All records submitted to OCERS intended to establish birthdate or marriage/domestic partnership status must be true and correct copies, with no alterations from the original document. An individual who provides false or altered documentation may be liable for repayment of any funds received based on the false documentation submitted and may forfeit any related benefit.