



MARQUETTE
UNIVERSITY

BE THE DIFFERENCE.

Marquette University
Department of Human Resources
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Affidavit for Confirmation of Birth Certificate or Adaption Paperwork

Print employee first and last name: _____

Print dependent child's first and last name: _____

What state or Country, if not US, issued the birth certificate? _____

Print date of birth exactly as listed as listed on certificate: _____

Print name of child exactly as listed on certificate: _____

Print name of employee parent name exactly as listed: _____

Print name of other parent, if applicable, exactly as listed on certificate: _____

Print date the birth certificate was signed or issued: _____

I hereby certify that I am the parent of the child identified above, am in possession of the birth certificate and have presented it for inspection to Human Resources. I attest to the validity of the answers above.

Signature of Employee

____/____/____
Date

Signature of HR Representative

-----/-----/-----
Date

After the certificate is shown to Human Resources, this completed and signed affidavit must be uploaded into the Direct Path enrollment tool. If properly completed, this affidavit will be included in the employee's verification review as an acceptable representation of the original certificate. Presenting a false certificate may lead to a loss of benefits and/or employment.