

# Affidavit of Common Law Marriage

Academic Faculty, Administrative Professionals,  
Veterinary and Clinical Psychology Interns,  
Post-Doctoral Fellows

**HUMAN RESOURCES**

## Instructions

A common law spouse of an eligible Colorado State University (CSU) employee may enroll in medical, dental, vision, and life insurance as a dependent. Employee benefits are governed in part by the CSU eligibility provisions of the CSU Benefits Plan (Cost Share) and other governing documents including the Faculty and Admin Pro Privileges and Benefits Summary, HR Manual, and other written directives. The following guidelines also apply.

The employee and common law spouse must both complete and sign this Affidavit of Common Law Marriage. A notary must witness both signatures. The completed, notarized affidavit must be completed and returned to Human Resources within 30 days of the date of hire or the date of the common law marriage, whichever is later, to add the common law spouse to coverage. You must also submit official documentation dated within the last 60 days showing your current relationship status, such as a joint household bill or joint bank/credit account, etc. The document must be dated and list your common law spouse's name at the same mailing address.

## Affidavit

Upon signing this form, we, the undersigned attest to the following:

1. I, \_\_\_\_\_, am currently a benefits eligible (CSU) employee and my spouse, \_\_\_\_\_, desires to be covered as an eligible dependent pursuant to the rules and procedures of the Colorado State University Benefit Plans;
2. We have lived together continuously, in Colorado, as married spouses from \_\_\_\_\_ to present;  
(Beginning Date)
3. We hold ourselves out to the community as married spouses, consent to the marriage, cohabit and have the reputation in the community as being married spouses;
4. We are eighteen years of age or older, or if between the ages of sixteen and eighteen, have obtained appropriate parental or guardian consent;
5. There is no legal impediment to our marriage. A legal impediment includes, but is not limited to, a prior marriage of either party that has not been legally terminated by death or divorce, or the parties are closely related and would be prohibited under state law from marrying;
6. We understand that a common law marriage in the State of Colorado is valid for all purposes, the same as a ceremonial or civil marriage and can only be terminated by death or divorce.

## Acknowledgements

We represent that the information contained herein is true and complete to the best of our knowledge, and we are willing to provide supporting documentation, including a court order recognizing this as a legal marriage.

|                       |             |                     |      |
|-----------------------|-------------|---------------------|------|
| Print Employee's Name | Employee ID | Print Spouse's Name |      |
| Employee's Signature  | Date        | Spouse's Signature  | Date |

*It is unlawful for any person to knowingly and intentionally provide false, incomplete, or misleading facts or information on any benefits enrollment form, affidavit, or other document for the purpose of defrauding or attempting to defraud the State of Colorado with regards to the application for benefits or claim for benefits. Penalties may include imprisonment, fines, denial of enrollment in any or all of the CSU's group benefit plans, civil damages, termination of enrollment in any or all of the CSU's group benefit programs, or as provided in regulations, policies, and written directives.*



**HUMAN RESOURCES**  
COLORADO STATE UNIVERSITY

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Notary

IN WITNESS WHEREOF, I have executed the Affidavit on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The foregoing Affidavit was subscribed and sworn to before me in the County of

\_\_\_\_\_ ,

State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_