



Proof of Dependent Eligibility

You must provide proof of eligibility to cover dependents under Shake Shack benefit plans. If you are a new hire or have recently had a qualifying life status event, you have 30 days from your benefits effective date or qualifying life status event to provide the documentation.

Below is an outline of acceptable documentation for various dependents:

Dependent	Definition	Required Documents
Spouse	The person to whom the employee is legally married	Government issued marriage certificate or license
Domestic Partner	The person with whom the employee certifies meeting the eligibility criteria for establishing Domestic Partnership	Affidavit of Domestic Partnership
Natural (biological) child under the age of 26	A natural (biological) child	• The child's birth certificate; or • Certificate of Report Birth (DS-1350); or • Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240); or • Certification of Birth Abroad (FS-545)
Child by adoption or legal guardianship	A child the employee has adopted (or that has been placed with the employee for adoption) or a child of whom the employee has legal guardianship	• Court documents signed by a judge showing that the participant has adopted the child, or • Notarized legal guardianship document
Child or stepchild of a domestic partner under the age of 26	A child or stepchild of a domestic partner	• Verification of marriage between employee and spouse and birth certificate of the child showing the relationship to the spouse, or • Any legal document that establishes relationship between stepchild and the spouse or the member • Affidavit of Domestic Partner (see above) and birth certificate or legal document establishing relationship between Domestic Partner and the child