



Board Administration Policy

Age Verification

I. Purpose

A. This policy governs the management and operation of the retirement system with respect to the establishment of guidelines for age verification of its membership, including its retired members and their survivors, dependents, and beneficiaries.

II. Certified Birth Certificate Requirement

A. Upon appointment to a permanent fulltime position or opt-in confirmation of elected officers every employee who is eligible for membership in the SJCERA shall submit a certified copy of the employee's birth certificate or, if unobtainable, other proof of age.

B. A certified copy of the birth certificate is requested. No photocopies will be accepted unless submitted with a "Birth Certificate Transmittal form", completed by the employer. In the event of a discrepancy in age, the birth date resulting in the oldest age shall prevail.

III. Alternative Acceptable Age Verification Documents

A. The following alternative documents will be acceptable:

1. Any one of the following:

- a) Infant baptismal certificate;
- b) School age record
- c) Hospital birth record;
- d) Authenticated family record;
- e) Passport issued within the last 10 years; or

2. Any two of the following:

- a) Marriage record, if age is shown;
- b) Military record;
- c) Child's birth certificate showing age of parent;
- d) Affidavit by older member of family;
- e) Naturalization certificates issued by Immigration and Naturalization Service.

B. If it is impractical for the CEO to determine from the records the age of any member, or if the member refuses or fails to give the Board a statement of the member's age, the Board may estimate the member's age for the purposes of the CERL.

IV. Corrections

A. If the CEO is satisfied that the applicant's date of birth should be corrected on the records of the SJCERA, the CEO may recommend such correction be made. The recommendation shall be in writing, shall summarize the evidence in support of the recommendation, and shall provide the total amount of contribution necessary to satisfy the correction, either additional or refundable.

V. Law Prevails

A. In the event a conflict between this policy and the County Employees Retirement Law, the Public Employees' Pension Reform Act, or other applicable statute arises, the law shall prevail.


VI. Policy Review

A. Staff shall review this Policy annually to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this policy must be approved by the Board of Retirement in accordance with the bylaws.

VII. History

03/01/2017	Bylaws Amended and Approved by the Board of Supervisors
12/08/2017	Bylaw Section 5.2.B.1. & 2, C & D Converted to Board Policy
06/29/2018	Reviewed, no content changes required; Staff updated format

Certification of Board Adoption

	06/29/2018
Clerk of the Board	Date