

**ACCEPTABLE VERIFICATIONS OF CITIZENSHIP AND
IDENTITY:**

In order to meet verification requirements, the following must be presented in its official and original form as received from the issuing agencies. Photocopies or notarized copies are NOT acceptable. Workers must make copies of the verifications for the casefile.

Primary Verifications: (Level One) Any one of these Documents will Verify Both Citizenship and Identity	Explanatory Information:
US Passport	<ul style="list-style-type: none"> • Issued by the Department of State • Does not have to be currently valid, as long as it was issued without limitation; (any passport issued with a limitation cannot be used to verify citizenship, but CAN be used to verify identity) • Through 1980, spouses and children were often included on one passport; after that only one passport per person
Certificate of Naturalization (DHS/INS Forms N-550 or N-570)	<ul style="list-style-type: none"> • Department of Homeland Security or Immigration and Naturalization Service (INS) issues for naturalization
Certificate of US Citizenship (DHS/INS Forms N-560 or N-561)	<ul style="list-style-type: none"> • Department of Homeland Security or INS issues certificates of citizenship to individuals who derive citizenship through a parent

* Applicants or recipients claiming to be US citizens who were born outside of the US who were not citizens at birth MUST submit one of the above documents. (Other aliens have alien documentation.)

If an individual does not have one of the three primary documents that establish both citizenship and identity the individual must supply one document from one of the Citizenship lists (Levels 2, 3, 4), from pages 2-5) and one document from the Identity Lists (Level 2) from page 6).

CITIZENSHIP VERIFICATIONS:

Level Two Verification of Citizenship: (One Document from this list will verify Citizenship but not Identity)	Explanatory Information
Certificate of Birth in the United States	<ul style="list-style-type: none"> • Must have the embossed seal of the issuing agency • The original must have been issued before the person was 5 years of age (For issuance date, use the "Date received by Local Registrar".) • Must show birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after 01-13-1941); Guam (on or after 04-10-1899); the US Virgin Islands (on or after 01-17-1917); American Samoa, Swain's Island, or the Northern Mariana Islands (after 11-04-1986) • Persons born to foreign diplomats while residing in one of the preceding jurisdictions of the US are not citizens of the United States • Persons born in American Samoa and Swain's Island are treated as citizens for Medicaid purposes • If the individual was born in Puerto Rico, the US Virgin Islands or the Northern Mariana Islands, he/she may be a collectively naturalized citizen. See the separate chart regarding Collective Naturalization
Report of Birth Abroad of a Citizen of the United States (FS-240) aka Consular Report of a Birth Abroad of a Citizen of the United States	<ul style="list-style-type: none"> • Prepared by the Department of State Consular office • Can only be prepared at an American Consular office overseas while the child is under age 18 • Children born outside the US to US military personnel usually have one of these
Certificate of Birth Abroad (FS-545 or Form DS-1350) aka Certificate of Report of Birth or Certification of Birth Abroad	<ul style="list-style-type: none"> • For those who were born outside the US and acquired US Citizenship at birth and is based on FS-240 • FS-545 issued prior to November 1, 1990 • DS-1350 issued on and after November 1, 1990 • Is issued only WITHIN the US
United States Citizen Identification Card (I-197 or I-179)	<ul style="list-style-type: none"> • Issued by the Immigration and Naturalization Service from 1960-1973 as I-179; Issued to naturalized US Citizens living near the Canadian or Mexican border who needed it for frequent border crossings • Issued as I-197 from 1973-1983 • No longer currently used, but still valid
American Indian Card (I-872) with the classification code "KIC" and a statement on the back	<ul style="list-style-type: none"> • Issued by DHS to identify US citizen members of the Texas Band of Kickapoos living near the US / Mexican border
Northern Mariana Identification Card (I-873)	<ul style="list-style-type: none"> • Issued by the INS to a collectively naturalized citizen of the United States who was born in the Northern Mariana Islands before 11-03-1986.) • No longer issued, but still valid

Final adoption decree showing the child's name and a US place of birth	<ul style="list-style-type: none"> • If the adoption is NOT final, a statement from the State approved adoption agency that shows the child's name and US place of birth is acceptable • The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate
Evidence of Civil Service Employment	<ul style="list-style-type: none"> • Must show employment by the US Government prior to June 1, 1976
Official Military record of service	<ul style="list-style-type: none"> • Including a DD-214 • Must show a US place of birth

Collective Naturalization:

One of the following will establish US citizenship (but not identity) for collectively naturalized citizens:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1900 and the applicant's statement that he or she was residing in the US, a US possession, or Puerto Rico on January 31, 1941
- Evidence that the individual was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917, and that he or she did not take an oath of allegiance to Spain

US Virgin Islands:

- Evidence of birth in the US Virgin Islands and the applicant's statement of residence in the US, a US possession, or the US Virgin Islands on February 25, 1927
- The applicant's statement indicating residence in the US Virgin Islands as a Danish citizen on January 17, 1917 and residence in the US, a US possession, or the US Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship
- Evidence of birth in the US Virgin Islands and the applicant's statement indicating residence in the US, a US possession, or the Canal Zone on June 28, 1932

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the US or a US territory or possession on November 3, 1986 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981, voter registration prior to January 1, 1975, and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986
- If the person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a US Citizen

The Third and Fourth Levels of Documentary Evidence of Citizenship may ONLY be used if the documents in the first list above are not available AND the documents in the second list above do not exist or cannot be obtained within the processing timeframes AND the individual claims to be born in the United States. Also, the worker MUST track the cases and individuals for which they allowed these levels of documentation:

Level Three Verifications of Citizenship (but NOT Identity):	Explanatory Information:
Extract of hospital record on hospital letterhead established at the time of birth and created at least 5 years prior to the Medicaid application	<ul style="list-style-type: none"> • It must indicate a US place of birth • A souvenir 'birth certificate' issued by the hospital CANNOT be accepted
Life or health or other insurance record	<ul style="list-style-type: none"> • Showing a US place of birth for the individual • Created at least 5 years before the initial application date

The fourth level of verifications may ONLY be used in the RAREST of circumstances: (Workers must track cases and individuals for which they allow these verifications.)

Level Four Verifications of Citizenship (but NOT Identity):	Explanatory Information:
Federal or state census record showing US citizenship or a US place of birth--generally for persons born 1900-1950)	<ul style="list-style-type: none"> • Must also show the applicant's age • Census records from 1900 through 1950 contain citizenship information • To obtain this information the applicant or recipient should complete a Form BC-600 Application for Search of Census Records for Proof of Age, adding in the remarks portion "US Citizenship data requested for Medicaid eligibility." This form can be obtained online at: http://www.census.gov/genealogy/www/bc-600.pdf • A fee will be charged
Seneca Indian tribal census record	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application; and • Must show a US place of birth
Bureau of Indian Affairs tribal census records of the Navajo Indians	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application; and • Must show a US place of birth
US State Vital Statistics official notification of birth registration	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application; and • Must show a US place of birth
Amended US public birth record that is amended more than 5 years after the person's birth	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application; and • Must show a US place of birth

Statement signed by the physician or midwife who was in attendance at the time of birth	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application; and • Must show a US place of birth
Institutional admission papers from a nursing home, skilled care facility or other institution	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application; and • Must show a US place of birth
Medical (clinic, doctor or hospital) record (An immunization record is NOT considered a medical record for establishing citizenship)	<ul style="list-style-type: none"> • Must be created at least 5 years prior to initial Medicaid application (or near the time of birth, if a child under age 16 only); and • Must show a US place of birth
Written affidavit, made under penalty of perjury, by at least two individuals--one of which is not a relative--showing they have personal knowledge of the event(s) establishing the applicant's claim of citizenship. (Date and place). These individuals must provide proof of their own citizenship and identity	<ul style="list-style-type: none"> • It must also state a reasonable basis of personal knowledge that an applicant or recipient who cannot produce documentary evidence of citizenship is a citizen. The affidavit must describe why documentary evidence does not exist or cannot be readily obtained (A form has been attached for convenience--see Attachment 1-A) • A second affidavit from the applicant/recipient or other knowledgeable individual explaining why the information cannot be obtained must also be supplied (A form has been attached for convenience--see Attachment 1-B) • ONLY USE IN RARE CIRCUMSTANCES

SSI Recipients--Citizenship:

When an SSI recipient tries in good faith to present documentation, but is unable to do so, the worker may use the State Data Exchange (SDX) to verify the SSI recipient's citizenship.

- Use the codes in the TECS Listcode Table Values Menu option #85
- The BENDEX (BDX) CANNOT be used for this purpose

**ACCEPTABLE VERIFICATIONS OF
IDENTITY:**
(Level 2)

Acceptable Verifications of Identity (but NOT Citizenship)	Explanatory Information:
Certificate of Degree of Indian Blood, or other U. S. American Indian / Alaska Native tribal document	<ul style="list-style-type: none"> • Must include a photograph of the applicant or recipient; or • Have other personal identifying information relating to the individual
Driver's license issued by a state or territory (DO NOT accept Canadian driver's license)	<ul style="list-style-type: none"> • Must include a photograph of the applicant or recipient or • Have other personal identifying information for the individual such as name, age, sex, race, height, weight, or eye color
Identification card issued by the Federal, State or local government with the same information as a driver's license.	<ul style="list-style-type: none"> • DO NOT accept a voter's registration card
School ID card	<ul style="list-style-type: none"> • Must include a photograph of the applicant or recipient
U. S. military ID card or draft record	
Military dependent's identification card	
Native American tribal document	
U. S. Coast Guard Merchant Mariner card	

<u>IDENTITY VERIFICATIONS FOR CHILDREN AGES 16 AND UNDER:</u>
When a child does not have or cannot get any of the documents on the Identity list, identity may be documented by using one of the following:
<ul style="list-style-type: none"> • School record that shows date and place of birth and parent's name • Clinic, doctor or hospital record showing date of birth • Daycare or nursery school record showing date and place of birth • An affidavit (Sample attached--see Attachment 1-C) is <u>only</u> acceptable if none of the documents in the preceding lists is available, and the affidavit is: <ul style="list-style-type: none"> ▪ Signed under penalty of perjury; and ▪ Signed by the parent or guardian; and ▪ States the date and place of birth of the child. ▪ Only one affidavit may be used to establish either citizenship or identity. If an affidavit is used to establish citizenship, then identity must be established using a different document from the identity list. If an affidavit is used to establish identity, then citizenship must be established using a different document from one of the citizenship lists