

**COMMONLY FOUND ACCEPTABLE FORMS OF DOCUMENTATION OF CITIZENSHIP AND IDENTITY FOR U.S. CITIZENS IN NORTH CAROLINA**

**For a complete list of acceptable documentation see MA-2504, III.C./MA-3330, III.C.**

**LEVEL 1 (EIS CODE 10)**

DOCUMENT	LIMITATIONS, EXPLANATIONS, COMMENTS
<b>U.S. Passport</b>	May be expired. Not sufficient if issued with limitation(s); however, may be used for ID.
<b>OTHERS:</b> Certificate of Naturalization (N-550 or N-570); <b>Certificate of Citizenship</b> (N-560 or N-561); <b>American Indian Card</b> (I-872); <b>Tribal documentation issued by a Federally recognized Tribe such as Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native tribal document (must have photo or other personal ID info); Born in US to mother authorized for Medicaid for the delivery</b>	

**LEVEL 1 (EIS CODE 11 & 12)**

<b>SSA Citizen/Identity Match</b>	<b>A data match consistent with SSA information</b>
<i>Note: Level 1 documents satisfy the documentation requirement for both citizenship and identity ,with limitations noted.</i>	

**LEVEL 2 (EIS CODE 25)**

DOCUMENT	LIMITATIONS, EXPLANATIONS, COMMENTS
<b>U.S. Public Birth Record</b> Shows birth in U.S., D.C., and U.S. territories	<ul style="list-style-type: none"> <li>Data match with the local Register of Deeds or State Vital Records or copy of certified birth certificate is acceptable.</li> <li>Must be recorded by the state, commonwealth, territory or local jurisdiction prior to individual’s fifth birthday.</li> <li>If born in Puerto Rico, the Virgin Islands, or the Northern Mariana Islands, the individual may be collectively naturalized. See MA-3330/MA-2504 Figure 10 for more information.</li> </ul>
<b>DATA MATCH</b> with database of other state or federal agency	Agency must be known to verify citizenship.
<b>Final Adoption Decree</b>	Must show name and U.S. place of birth (POB). If adoption not final and state will not issue birth certificate (b.c.) prior to final adoption, obtain statement from the State-approved adoption agency including child’s name and U.S. place of birth, and that info is based on original b.c.
<b>Proof of Civil Service Employment</b>	Must show employment prior to 6/1/76.
<b>Military Service Record</b>	Must show a U.S. place of birth.
<b>DOHS Systematic Alien Verification for Entitlement (SAVE) program</b>	May be used to verify citizenship of naturalized citizens.
<b>OTHERS:</b> Certificate of Report of Birth (DS-1350); <b>Consular Report of Birth Abroad of a Citizen of the U.S.</b> (FS-240); <b>Certificate of Birth Abroad</b> (FS-545); <b>Child adopted outside the U.S.</b> (IR-3); <b>Child coming to the U.S. to be adopted</b> (IR-4); <b>United States Citizen Identification Card</b> (I-197 or I-179);	

**LEVEL 3 (EIS CODE 35)**

DOCUMENT	LIMITATIONS, EXPLANATIONS, COMMENTS
<b>Extract of hospital record on hospital letterhead</b>	Must have been created at least 5 yrs before initial MA DOA and indicate U.S. POB. “Souvenir” b.c. issued by hospital not acceptable.
<b>Life/health/other insurance record</b>	Must show U.S. POB and have been created at least 5 yrs before initial MA DOA.
<b>Early school records showing a U.S. place of birth</b>	Must show name of child, date of school admission, DOB, POB, and name and POB of applicant’s parents.
<b>Religious records recorded in U.S. within 3 mos. of birth</b>	Must show birth in the U.S. and either DOB or individual’s age at time record was made. Entries in family bible are not recorded religious records.

**LEVEL 4 (EIS CODE 45)**

DOCUMENT	LIMITATIONS, EXPLANATIONS, COMMENTS
<b>Federal/State Census</b>	For persons born between 1900 and 1950. Must show U.S. Citizen or POB and age. See MA-3330/2504 for info on how to obtain.
<b>OTHERS:</b> (Must have been created at least 5 years before initial MA DOA & show U.S. POB) <b>U.S. State Vital Statistics official notification of birth registration; Delayed U.S. public birth record</b> (delayed > 5 yr after DOB); <b>Statement from attending Dr/midwife who witnessed birth; Admission documents</b> (NHM/SNF, other institutions); <b>Medical record</b> (clinic, dr, hosp – not immunization records!).	
<b>Newborns and Children under 16 only: Medical (clinic, doctor, or hospital) record created near the time of birth or at least five years prior to the Medicaid date of application.</b>	
<b>Written Affidavit</b>	<b>Last resort!! See MA-3330/2504 for specific requirements.</b>

**DOCUMENTATION OF IDENTITY – LEVEL 5**

DOCUMENT	LIMITATIONS, EXPLANATIONS, COMMENTS
<b>SOLQ or DATA MATCH w/other state agency</b>	Data match must indicate that an identity has been verified. SOLQ returned with message “SSN verified”.
<b>For children under 16, school, clinic, doctor, hsp. records</b>	School records Include nursery/daycare. All must show date of birth.
<b>School , Military (incl dependent) ID or draft record</b>	School ID must have photo.
<b>Driver’s license</b>	Must have photograph or other identifying information such as name, age, sex, race, height, weight, eye color.
<b>ID issued by local, state or federal government</b>	Must contain same info as a driver’s license.
<b>Affidavit (for newborns, children &lt;16 and disabled individuals in residential care facilities only)</b>	All affidavits must be signed under penalty of perjury. If in a residential care facility, the facility director or administrator may attest to the disabled individual’s identity.
<b>OTHERS:</b> U.S. Coast Guard Merchant Mariner card; <b>Three or more corroborating documents such as high school and college diplomas, marriage certificates, divorce decrees, property deeds/titles, and employee id cards.</b>	

*Note: Documentation of citizenship from Types 2, 3 and 4 also require documentation of ID from Type 5. Type 4 should be used only rarely. See MA-3330/2504 for detailed information regarding documenting citizenship/identity. Obtain copies of all documentation. Place in the Citizenship/Identity file.*

**DOCUMENTATION OF IDENTITY AND CITIZENSHIP FOR U.S. CITIZENS**

*NOTE: All documentations must be copied and the copies placed in the Citizenship/Identity folder within the case file.*

NAME OF INDIVIDUAL	DATE DOC REQ	DATE DOC REC'D	METHOD OF DOCUMENTATION (WRITE IN TYPE OF DOCUMENTATION USED AND PLACE COPY IN FILE)						EIS CODE		
			SDX SSA C/I Match (CIRCLE ONE)	SOLQ	OR	TYPE 1 _____	OR	TYPE 2 3 4 (CIRCLE ONE) _____		A N D	TYPE 5 _____
			SDX SSA C/I Match (CIRCLE ONE)	SOLQ	OR	TYPE 1 _____	OR	TYPE 2 3 4 (CIRCLE ONE) _____	A N D	TYPE 5 _____	
			SDX SSA C/I Match (CIRCLE ONE)	SOLQ	OR	TYPE 1 _____	OR	TYPE 2 3 4 (CIRCLE ONE) _____	A N D	TYPE 5 _____	
			SDX SSA C/I Match (CIRCLE ONE)	SOLQ	OR	TYPE 1 _____	OR	TYPE 2 3 4 (CIRCLE ONE) _____	A N D	TYPE 5 _____	
			SDX SSA C/I Match (CIRCLE ONE)	SOLQ	OR	TYPE 1 _____	OR	TYPE 2 3 4 (CIRCLE ONE) _____	A N D	TYPE 5 _____	
			SDX SSA C/I Match (CIRCLE ONE)	SOLQ	OR	TYPE 1 _____	OR	TYPE 2 3 4 (CIRCLE ONE) _____	A N D	TYPE 5 _____	

*ATTACH ADDITIONAL SHEETS WHEN NECESSARY. IDENTITY/CITIZENSHIP NEED ONLY BE DOCUMENTED ONCE UNLESS DOCUMENT(S) IS SUSPECT OR A HIGHER DOCUMENTATION TYPE BECOMES AVAILABLE. VERIFY ALIEN STATUS AT EACH APPLICATION AND REVIEW.*

**ALIEN STATUS VERIFICATION**

NAME OF INDIVIDUAL	DATE VERIF REQ	DATE VERIFIED	TYPE OF VERIFICATION (PLACE COPY IN FILE)