

**HIERARCHY CHARTS:  
ACCEPTABLE DOCUMENTATION OF CITIZENSHIP AND IDENTITY**

**Acceptable Documentation of Citizenship and Identity**

The following charts list acceptable evidence of U.S. citizenship and/or identity in a hierarchy of reliability. Always try to obtain documents from the highest tier of hierarchy available. However, pursue any document to establish citizenship within the time period available. If a lower level is used, process the application or reenrollment. Continue to pursue documentation from at least Chart 2, if possible. Pursue documents from Chart 1 first. If the a/r presents documents from Chart 1, Primary Documents, no other information is required.

If the a/r does not have documents from Chart 1, then pursue documents from Chart 2 and so forth until the highest verification documentation is obtained. If the a/r presents documents from Charts 2-4, Secondary, Third Level, and Fourth Level Documents, then an identity document from Chart Five, Documents to Establish Identity, must also be presented. If the county is waiting to receive documentation from a higher level but can easily obtain documentation from a lower level, pursue the lower level documentation so the application will not pend or not pend any longer than necessary.

Approve if all other information has been provided. Continue to pursue the higher level of documentation. For example, a birth certificate is requested from Vital Records and the a/r has a hospital record indicating citizenship per Chart 3. Approve the application if identity and all other information has been provided with C/I code of 35. Change the C/I code level when the higher documentation is received.

**1. Primary Documents**

Primary documents are of the highest reliability and conclusively establish both citizenship and identity of the a/r.

**Chart 1 (Code 10)**

U.S. Passport	Does not have to be currently valid.  Do not accept as evidence of U.S. citizenship when it was issued with a limitation. However, such a passport may be used as proof of identity.
Certificate of Naturalization (N-550 or N-570)	
Certificate of Citizenship (N-560 or N-561)	
Born in the United States to a mother who was covered by Medicaid for the delivery. Verify that mother was authorized for Medicaid for the birth of the child.	Screen print from Eligibility Information System (EIS), Individual Eligibility (IE) screen of the mother at time of birth or obtain verification from DSS agency verifying Medicaid covered the delivery of the child.

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**Chart 1 (Code 10) Continued**

<p>Documents issued by a Federally recognized Indian Tribe such as:</p> <ul style="list-style-type: none"> <li>• Tribal enrollment &amp; membership card</li> <li>• Certificate of degree of Indian blood issued by Bureau of Indian Affairs (BIA)</li> <li>• Tribal census documentation</li> <li>• Documentation issued by Tribe indicating individual affiliation</li> <li>• American Indian card I-872 with KIC classification</li> </ul>	<p>Document must identify the Federally recognized Indian Tribe which issued it, identify the individual by name, and confirm the individual's membership, enrollment in, or affiliation with that Tribe. No further identity documentation is required.</p> <p>Verification of Federally recognized Indian Tribes can be found at the National Congress of American Indians website:  <a href="http://www.ncai.org/Tribal-Directory.3.0.html">http://www.ncai.org/Tribal-Directory.3.0.html</a></p>
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**Chart 1 (Code 11)**

<p>A data match with SSA</p>	<p>No further verification of citizenship or identity is needed. Allegation of citizenship consistent with SSA data. Automatically entered by EIS.</p>
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**Chart 1 (Code 12)**

<p>A data match with SSA.</p>	<p>No further verification of citizenship or identity is needed. Allegation of citizenship consistent with SSA data. Use when manually entering C/I code.</p>
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**2. Secondary Documents to Establish U.S. Citizenship**

Accept any of the documents listed in Chart 2 as secondary evidence of U.S. citizenship if the document meets the listed criteria and there is nothing indicating the person is not a U.S. citizen (e.g., lost U.S. citizenship). Require an additional document from Chart 5 to prove identity.

**Chart 2 (Code 25)**

<p>A U.S. public birth record showing birth in:</p> <ul style="list-style-type: none"> <li>• One of the 50 U.S. States;</li> <li>• District of Columbia;</li> <li>• American Samoa (if born after November 4, 1986 (NMI local time));</li> </ul>	<p>A data match with the local register of deeds or State Vital Records or a copy of a certified birth certificate is acceptable. Do not accept a souvenir “birth certificate” issued by the hospital.</p>
<ul style="list-style-type: none"> <li>• Swain’s Island (if born after November 4, 1986 (NMI local time));</li> <li>• *Puerto Rico (if born on or after January 13, 1941);</li> <li>• *Virgin Islands of the U.S. (if born on or after January 17, 1917);</li> <li>• *Northern Mariana Islands (if born after November 4, 1986 (NMI local time)); or</li> <li>• Guam</li> </ul>	<p>The birth record document may be recorded by the State, Commonwealth, territory or local jurisdiction. It must have been recorded before the person was 5 years of age.</p> <p>A delayed birth record document that is recorded at or after 5 years of age is considered fourth level evidence of citizenship. If recorded before 5 years of age, it is considered second level evidence.</p> <p>Note: if the document shows the individual was born in Puerto Rico, the Virgin Islands of the U.S., or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a collectively naturalized citizen. *See <a href="#">Figure 2</a> for additional requirements for Collective Naturalization.</p> <p><b>NOTE: Only birth record documents that are issued or reissued on or after July 1, 2010 that show the individual was born in Puerto Rico are acceptable. See MA-2506/3332 VI.A.</b></p>

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**Chart 2 (Code 25) Continued**

Data Match with other state or federal agency's database that is known to verify citizenship	Screen print the pertinent page and place in the file.
Certification of Report of Birth (DS-1350)	
Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)	
Certification of Birth Abroad (FS-545)	
United States Citizen Identification Card (I-197 or I-179)	
Northern Mariana Card (I-873)	
Child adopted outside the U.S. (IR-3)  Child coming to the U.S. to be adopted (IR-4)	Adopted or biological children born outside the U.S. may establish citizenship obtained automatically under the Child Citizenship Act.
Final adoption decree	Must show the child's name and U.S. place of birth. In situations where an adoption is not finalized and the State in which the child was born will not release a birth certificate prior to final adoption, a statement from a State approved adoption agency that shows the child's name and U.S. 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 by the U.S. government	Must show employment by the U.S. government before June 1, 1976.
Official military record of service	Must show a U.S. place of birth.
DOHS Systematic Alien Verification for Entitlement (SAVE) program	May be used to verify citizenship of naturalized citizens.

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**3. Third Level Documents to Establish U.S. Citizenship**

If the county is waiting to receive primary or secondary evidence or it cannot be obtained **and** the a/r alleges being born in the U.S., use the third level of evidence. Also use third level evidence when documents from level one or two are unavailable or do not exist. The place of birth on the non-government document and the application must agree. Require an additional document from Chart 5 to prove identity.

**Chart 3 (Code 35)**

Extract of hospital record on hospital letterhead established at the time of the person's birth and created at least 5 years before the initial application date, and indicates a U.S. place of birth.	Do not accept a souvenir "birth certificate" issued by the hospital.
<b>Children under 16 only</b> Extract of hospital record on hospital letterhead created near the time of birth or 5 years before the initial date of application and indicates a U.S. place of birth.	Do not accept a souvenir "birth certificate" issued by the hospital.
Life or health or other insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date.	Life or health insurance records may show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth.
Early school records showing a U.S. place of birth.	The school record must show the name of the child, the date of admission to the school, the date of birth, a U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents.
Religious records recorded in the U.S. within 3 months of birth.	The record must show that the birth occurred in the U.S. and either the date of the birth or the individual's age at the time the record was made. The record must be an official record recorded with the religious organization. Entries in a family bible are not considered recorded religious records.

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**4. Fourth Level Documents to Establish U.S. Citizenship**

Use fourth level evidence in the rarest of circumstances. If the county is waiting to receive primary, secondary or third level evidence or it cannot be obtained **and** the a/r alleges being born in the U.S., use the fourth level of evidence. Also use fourth level evidence when documents from levels one, two or three are unavailable or do not exist. The place of birth on the non-government document and the application must agree. Require an additional document from Chart 5 to prove identity.

**Chart 4 (Code 45)**

Federal or State census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950)	The census record must also show the applicant's age. Note: Census records from 1900-1950 contain certain citizenship information. To secure this information the a/r or DSS should complete a Form BC-600, Application for Search of Census Records for Proof of Age. Add in the remarks portion "U.S. citizenship data requested." Also add that the purpose is for Medicaid eligibility. This form requires a fee.
One of the following documents that shows a U.S. place of birth provided it was created at least 5 years before the application for Medicaid.	<ul style="list-style-type: none"> <li>• U.S. State Vital Statistics official notification of birth registration.</li> <li>• A delayed U.S. public birth record that is amended more than 5 years after the person's birth.</li> <li>• Statement signed by the physician or midwife who was in attendance at the time of birth.</li> </ul>
Institutional admission papers, created at least five years before the initial application date, from a nursing facility, skilled care facility or other institution	Admission papers generally show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth.
Medical (clinic, doctor, or hospital) record created at least 5 years before the initial application date that indicates a U.S. place of birth.	Medical records generally show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth. Note: An immunization record is not considered a medical record for purposes of establishing U.S. citizenship.
<b>Children under 16 only:</b> Medical (clinic, doctor, or hospital) record created near the time of birth or 5 years prior to the Medicaid date of application.	Medical records generally show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth. Note: An immunization record is not considered a medical record for purposes of establishing U.S. citizenship.

**HIERARCHY CHARTS:  
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**Chart 4 (Code 45) Continued**

<p>Written Affidavit attesting to citizenship or naturalization:</p>	<p>Use <b>only</b> when the DSS is unable to secure evidence of citizenship listed in <b>any</b> other Chart.</p> <p>There must be at least two affidavits by two individuals who have personal knowledge of the event(s) establishing the a/r's claim of citizenship. At least one of the individuals making the affidavit cannot be related to the a/r. Neither of the two individuals can be the a/r.</p> <p>The person(s) making the affidavit must be able to provide proof of his/her own citizenship and identity for the affidavit. If the affiant has information which explains why documentary evidence establishing the a/r's claim of citizenship does not exist or cannot be readily obtained, the affidavit should contain this information as well.</p> <p>A separate affidavit from the a/r or other knowledgeable individual (guardian or representative) explaining why the evidence does not exist or cannot be obtained must be provided.</p> <p>The affidavits must also be signed under penalty of perjury by the person making the affidavit.</p>
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**5. Evidence of Identity**

When a document from charts 2-4 is presented, a document from chart 5 is also required.

**Chart 5 (Code 25, 35, 45)**

<p>SOLQ Social Security number inquiry</p>	<p>Must have a "Social Security number verified" statement returned from the inquiry. Screen print the pertinent evidence for the file.</p>
<p>Data Match with other state agency's data systems</p>	<p>The data match must indicate that an identity has been verified. Screen print the pertinent evidence for the file.</p>
<p>Driver's license</p>	<p>Must have a photograph of the a/r or other identifying information of the individual such as name, age, sex, race, height, weight or eye color. Does not need to be current.</p> <p>A copy of a driver's license is acceptable with mail-in applications.</p>
<p>U.S. military card or draft record</p>	
<p>School identification card</p>	<p>Must have a photograph of the individual</p>

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**Chart 5 (Code 25, 35, 45) Continued**

<b>For disabled individuals in residential care facilities only:</b>	If none of the above documents for identity are available, the disabled individual may have their identity attested to by the facility director or administrator. The affidavit must be signed under penalty of perjury.
Identification card issued by the Federal, State, or local government with the same information included on driver's licenses.	
Military dependent's identification card	
U.S. Coast Guard Merchant Mariner card	
<b>For children under 16 only:</b> School, clinic, doctor, or hospital records.	School records include nursery or daycare records, and report cards. School records must be verified with the issuing school.
<b>For children under 16 only:</b>	If none of the above documents for identity are available, an affidavit may be used. An affidavit is only acceptable if it is signed under penalty of perjury by a parent, guardian, or caretaker relative and states the date and place of birth. It cannot be used if an affidavit for citizenship was used.
Three or more corroborating documents, that together reasonably corroborate the identity of an individual provided such documents have not been used to establish the individual's citizenship and the individual submitted second or third tier evidence of citizenship. <b>You must ensure that no other identity evidence is available.</b>	Such documents must at a minimum contain the individual's name, plus any additional information establishing the individual's identity. All documents used must contain consistent identifying information. Such documents as high school and college diplomas from accredited institutions, marriage certificates, divorce decrees, property deeds/titles, and employee ID cards may be used if the individual submitted a second or third tier citizenship document, but not if they submitted a fourth tier citizenship document.