

ACCEPTABLE FORMS OF DOCUMENTATION OF CITIZENSHIP AND IDENTITY FOR U.S. CITIZENS

Document	Level 1
U.S. Passport	May be expired. Not sufficient If issued with limitation(s); however may be used to verify identity
Certificate of Naturalization (N-550 or N-570)	
Certificate of Citizenship (N560 or N-561)	
American Indian Card (I-872)	
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	Document must identify the individual by name, and confirm the individual's membership, enrollment, or affiliation with that Tribe. No further identity documentation required. Verification of Federally recognized Indian Tribes can be found at the Nation Congress of American Indians website: http://www.ncai.org/Tribal-Directory.3.0.html
SSA Citizen/Identity Match	A data match consistent with SSA information
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 the time of birth or obtain verification from DSS agency that Medicaid covered the delivery of the child. Place screen print in case file.

Documents from levels 2-4 require documentation of identity from level 5

Document	Level 2
U.S. Public Birth Record Shows birth in U.S., D.C., and U.S. Territories (American Samoa, Swains' Island, Puerto Rico*, U.S. Virgin Islands or Northern Mariana Islands, or Guam) *Only birth record documents that are issued or reissued on or after July 1, 2010 that show an individual was born in Puerto Rico are acceptable.	<ul style="list-style-type: none"> • Data match with the local Registrar of Deeds State Vital Records or copy of certified birth certificate is acceptable. Do not accept a souvenir "birth certificate " issued by the hospital. • Recorded by the state, commonwealth, territory or local jurisdiction prior to individual's fifth birthday. • If born in Puerto Rico, the Virgin Islands, or the Northern Mariana Islands before the areas became part of the U.S., the individual may be collectively naturalized. If so, use SAVE to verify citizenship.
Data Match with database of other state or federal agency	Agency must be known to verify citizenship. Screen print match and file in record.

ACCEPTABLE FORMS OF DOCUMENTATION OF CITIZENSHIP AND IDENTITY FOR U.S. CITIZENS

Final Adoption Decree	Decree must show name and U.S. place of birth. If adoption is not final and state will not issue birth certificate prior to final adoption, obtain statement from the State-approved adoption agency including child's name and U.S. place of birth. That information must be based on the original birth certificate.
Proof of Civil Service Employment	Proof must show employment prior to 6/1/76
Military Service Record	Record must show U.S. place of birth
Systemic Alien Verification for Entitlement (SAVE) Program	Use to verify citizenship of naturalized citizens
Certificate of Report of Birth (DS-1350)	
Consular Report of Birth Abroad of a Citizen of the U.S. (FS-240); Certificate of Birth Abroad (FS-545)	
Child Adopted Outside the U.S. (IR-3)	
Child coming to the U.S. to be adopted (IR-4)	
United States Citizen Identification Card (I-97 or I-179)	

Document	Level 3
Extract of hospital record on hospital letterhead	Record was created at least 5 years before initial application date and indicates a U.S. place of birth. "Souvenir" birth certificates issued by a hospital are not acceptable. For newborns and children under 16, the document must have been created near the time of birth or 5 years before the initial application and indicates a U.S. place of birth.
Life/ health/ other insurance record	Record must show U.S. place of birth and been created at least five years before initial application date.
Early school records showing a U.S. place of birth	Record must show name of child, date of school admission, date of birth, place of birth, name and place of birth of applicant's parent(s).
Religious records recorded in U.S. within 3 months of birth	Record must show birth in the U.S. and either date of birth or individual's age at time record was made. The record must be an official document recorded with the religious organization. Entries in a family Bible are not considered recorded religious records.

ACCEPTABLE FORMS OF DOCUMENTATION OF CITIZENSHIP AND IDENTITY FOR U.S. CITIZENS

Document	Level 4
Federal/State Census	For persons born between 1900 and 1950. Record must show U.S. citizen or place of birth and age. To secure this information complete Form BC-600, Application for Search of Census Records for Proof of Age. In the remarks portion add "U.S. citizenship data requested". Also, add that the purpose is for Medicaid/TANF eligibility. This form requires a fee.
U.S. State Vital Statistics official notification of birth registration	
Delayed U.S. Public Birth Record	Amended more than 5 years after the applicant's birth
Statement from Dr./ Mid-Wife who attended birth	
Institution Admission Documents	Admission papers from a nursing facility, skilled care facility or other such institution. Admission papers generally show biographical information including place of birth. The record must have been created at least 5 years before the initial application date.
Medical Records	Immunization records are not considered a medical record for purposes of establishing citizenship. For Newborns and children under age 16, Medical (clinic, hospital or doctor) record created near the time of birth or at least 5 years prior to the date of application.
Written Affidavit <i>Use only in rare circumstances as a last resort.</i>	<ul style="list-style-type: none"> • An affidavit by at least two individuals of whom, at least one is not related to the individual, who have personal knowledge of the event(s) establishing the claim of citizenship. • The person(s) making the affidavit must be able to provide proof of his/her own citizenship and identity for the affidavit to be accepted. • The applicant/recipient, guardian must provide a separate affidavit explaining why the evidence cannot be obtained or why evidence does not exist. • The person(s) making the affidavit must sign the affidavit under penalty of perjury. The affidavits do not have to be notarized.

ACCEPTABLE FORMS OF DOCUMENTATION OF CITIZENSHIP AND IDENTITY FOR U.S. CITIZENS

Document	Level 5 Documentation of Identity
SOLQ or Data Match with other state agency	SOLQ match must show "SSN verified" on the inquiry. State agency match must indicate identity verified. Screen print verification for case file.
Driver's License	License must have photograph or other identifying information such as name, age, sex, race, height, weight, eye color. Does not have to be current.
School, Military (including dependent) ID or draft record	School ID must have photograph of individual
ID issued by local, state or federal government	Must contain same information as Drivers' License
School, Clinic, Dr., hospital records (only for children under age 16)	All must show the date of birth. School records include daycare and nursery school records
U.S. Coast Guard Merchant Mariner Card	
Written Affidavit (only for newborns and children under age 16)	All affidavits must be signed under penalty of perjury by a parent or guardian stating the date and place of birth of the child. <i>This cannot be used if an affidavit was provided for citizenship.</i>
Three or more corroborating document such as high school and college diplomas, marriage certificates, divorce decrees, property deeds/titles, or other employee ID cards	<i>Corroborating documents cannot be used if documents were submitted from Level 4.</i>