

## ACCEPTABLE DOCUMENTS FOR CITIZENSHIP VERIFICATION

**NOTE:** For Food Stamps and Cash Assistance, when the U.S. citizen applicant or participant is receiving Medical Assistance benefits or SSI benefits, no further verification of U.S. citizenship is required.

The term “the U.S., its territories or possessions” means one of the following:

Any of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam (on or after April 10, 1899), U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (on or after November 4, 1986)

<b>General Assistance Prop 200</b>	<b>Medical Assistance Deficit Reduction Act (DRA)</b>	<b>Food Stamps and Cash Assistance DOJ Interim Guidance</b>
<p><b>Original Documents Only:</b></p> <p>Certified birth certificate issued by a U.S., state, or local governmental bureau of vital statistics.</p> <p>Verification sent directly to the Department from a local, state or federal government bureau of vital statistics office.</p> <p>Certificate of Birth issued by the Department of State (FS-545 or DS-1350).</p> <p>American Indian Census record.</p> <p>U.S. Passport.</p>	<p><b>First Level Reliability Documents:</b></p> <p>U.S. passport (current or expired).</p> <p>Certificate of U.S. Citizenship (N-560 or N-561).</p> <p>Certificate of Naturalization (N-550 or N-570)</p> <p><b>Second Level Reliability Documents</b> (Also requires an MA identity document to prove identity. See Addendum 1)</p> <p>U.S. birth certificate.</p> <p>Military Papers.</p>	<p><b>Primary Proof of Citizenship:</b></p> <p>A birth certificate showing birth in the U.S., its territories or possessions, unless the person was born to foreign diplomats residing in the U.S.</p> <p>U.S. Passport (except limited passports, which are issued for periods of less than five years).</p> <p>Report of Birth Abroad of a U.S. Citizen (FS-240).</p> <p>Certificate of Birth issued by the Department of State (FS-545 or DPS-1350).</p>

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<p><b>Original Documents Only:</b> (continued)</p> <p>Certificate of Naturalization (N-550 or N-570).</p> <p>Report of Birth Abroad of a U.S. Citizen (FS 240).</p> <p>Certificate of U.S. Citizenship (N-560 or N-561).</p> <p>United States Citizen Identification Card (I-197).</p> <p>Identification Card for Use of Resident Citizen (I-179).</p> <p>Verification from the United States Citizenship and Immigration Services (USCIS).</p>	<p><b>Second Level Reliability Documents</b> (continued)</p> <p>Online data match screen print with the Arizona Department of Vital Records through the AHCCCS Citizenship Verification System. (born in Arizona 1950 and later).</p> <p>Certificate of Birth Abroad (FS-545 or DS-1350).</p> <p>Report of Birth Abroad (FS-240).</p> <p>U.S. Citizen ID card (I-197 or I-179).</p> <p>Northern Mariana Identification Card (I-873).</p> <p>American Indian card (I-872) issued by USCIS with the classification code KIC.</p> <p>Proof of employment as a U.S. government civil servant before June 1, 1976.</p> <p>U.S. consular official's statement.</p>	<p><b>Primary Proof of Citizenship:</b> (continued)</p> <p>United States Citizen Identification Card (I-197).</p> <p>Northern Mariana Identification Card (I-873).</p> <p>U.S. consular officer's statement.</p> <p>Certificate of Naturalization (N-550 or N-570).</p> <p>Certificate of Citizenship (N-560 or N-561).</p> <p>American Indian card (I-872) issued by USCIS with the classification code KIC.</p> <p><b>Secondary Proof of Citizenship:</b></p> <p>Religious record recorded in the U.S., its territories or possessions within three months after birth showing the date of birth or the individual's age at the time the record was made.</p>

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	<p align="center"><b>Second Level Reliability Documents</b> (continued)</p> <p>Finalized adoption papers that show birth in the U.S. (a statement from the adoption agency showing the participant's name and place of birth is acceptable when the adoption is not finalized).</p> <p>Marriage certificate showing marriage to a U.S. male citizen before September 22, 1922.</p> <p>Department of Homeland Security (DHS), Verification Information System (VIS) response that validates U.S. citizenship.</p> <p align="center"><b>Third Level Reliability Documents</b> (Also require an MA identity document to prove identity. (See Addendum 1)</p> <p>Hospital record of birth in the U.S., its territories or possessions.</p> <p>Life, Health, or other insurance record. The record must have been created at least five years before the MA application and indicate a place of birth in the U.S.</p>	<p align="center"><b>Secondary Proof of Citizenship</b> (continued)</p> <p>Proof of employment as a U.S. government civil servant before June 1, 1976.</p> <p>Early school records (preferably from the first school) showing the date of admission to the school, the child's date and place of birth, and the name(s) and place(s) of birth of the parent(s).</p> <p>U.S. census records which show the applicant's name, a U.S. place of birth and date of birth or age of applicant.</p> <p>Adoption Finalization Papers showing the child's name and place of birth in the U.S., its territories or possessions or, where 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 showing the child's name and place of birth (NOTE: the source of the information must be an original birth certificate and must be indicated in the statement).</p>

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	<p><b>Fourth Level Reliability Documents:</b> (Also require an MA identity document to prove identity. (See Addendum 1)</p> <p>Federal or State census records.</p> <p>Admission records from a nursing home or skilled nursing care facility.</p> <p>Medical records created at least five years before applying for MA that list a U.S. place of birth. For children under age 16, the document must be created near the time of birth OR five years before the application date.</p> <p>Tribal census records for the Navajo and Seneca tribes created at least five years before the application for MA that list a U.S. birth place.</p> <p>An official notification of birth registration from a U.S. State's Department of Vital Statistics.</p>	<p><b>Secondary Proof of Citizenship</b> (continued)</p> <p>Any other document that establishes a U.S. place of birth or in some way indicates U.S. citizenship. These include the following:</p> <ul style="list-style-type: none"> <li>• Certificates of Live Birth signed by a hospital official and parent.</li> <li>• Medical records created at least five years before applying for CA or FS that list a U.S. place of birth. For children under age 16, the document must be created near the time of birth OR five years before the CA and FS application date. These include including wristbands, crib cards, or yellow copies of hospital birth certificates indicating birth in the U.S., its territories or possessions.</li> <li>• American Indian Census records.</li> </ul>

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	<p align="center"><b>Fourth Level Reliability Documents</b> (continued)</p> <p>An amended U.S. public birth record that is amended more than five year's after the participant's birth.</p> <p>A statement signed by the physician or midwife who was in attendance at the time of birth.</p> <p>AHCCCS Prepaid Medical Management Information System (PMMIS) records.</p> <p>Affidavit Attesting Citizenship (DE-118).</p>	<p align="center"><b>Secondary Proof of Citizenship</b> (continued)</p> <ul style="list-style-type: none"> <li>• Identification Card for Use of Resident Citizen (I-179).</li> <li>• Verification from the Bureau of Citizenship and Immigration Services (BCIS). This includes a Department of Homeland Security (DHS), Verification Information System (VIS) response that validates U.S. citizenship.</li> <li>• Verification from the Social Security Administration.</li> <li>• Verification sent directly to the Department from a local, state or federal government bureau of vital statistics office.</li> <li>• Legal records.</li> <li>• Admission records from a nursing home or skilled nursing care facility.</li> </ul>

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		<p align="center"><b>Secondary Proof of Citizenship</b> (continued)</p> <ul style="list-style-type: none"> <li>• Online data match screen print with the Arizona Department of Vital Records through the AHCCCS Citizenship Verification System. (born in Arizona 1950 and later).</li> <li>• Military Papers.</li> <li>• Marriage certificate showing marriage to a U.S. male citizen before September 22, 1922. (See addendum 2)</li> <li>• Life, Health, or other insurance record. The record must have been created at least five years before the application and indicate a place of birth in the U.S.</li> <li>• State census records which show the applicant's name, a U.S. place of birth and date of birth or age of applicant.</li> </ul>

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		<p align="center"><b>Secondary Proof of Citizenship</b> (continued)</p> <ul style="list-style-type: none"> <li>• Tribal census records for the Navajo and Seneca tribes created at least five years before the application that list a U.S. birth place.</li> <li>• An official notification of birth registration from a U.S. State's Department of Vital Statistics.</li> <li>• An amended U.S. public birth record that is amended more than five year's after the participant's birth.</li> <li>• The Roll of Alaska Natives (Bureau of Indian Affairs.)</li> <li>• A statement signed by the physician or midwife who was in attendance at the time of birth.</li> </ul>

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		<p><b>Other Proof of Citizenship</b></p> <p>When the participant cannot obtain the Primary or Secondary forms of verification, review Addendum 2 to determine whether any of the following citizenship verification provisions apply:</p> <ul style="list-style-type: none"> <li>• Collective Naturalization,</li> <li>• Derivative Citizenship,</li> <li>• Adoption of Foreign-Born Child by U.S. Citizen</li> <li>• U.S. Citizenship By Marriage</li> </ul> <p>When the participant cannot obtain the Primary or Secondary forms of verification, and can provide a reasonable explanation as to why verification is not available, accept an Affidavit Attesting Citizenship (DE-118).</p>

## **ADDENDUM 1**

## **MA IDENTITY DOCUMENTS**

Acceptable identity documents (current or expired) used with a MA citizenship document to prove U.S. citizenship includes any of the following:

- A state photo driver's license
- A school issued photo ID card
- A Social Security Number verified through the WTPY process
- Eligibility in the Deemed Newborn MA category through the CR600 process when there has been no break in AHCCCS coverage
- U.S. Military ID card (active, reserve, and retired)
- U.S. Military draft record
- U.S. Military dependent ID card
- U.S. Coast Guard Merchant Mariner Card
- Clinic, doctor, shot, or hospital record (under age 16 only)
- School record or report card (Under age 16 only)
- Daycare or nursery school record (under age 16 only)
- Native American tribal documents
- Court documents for children in foster care
- ID card issued by federal, state, or local government agencies. When the ID card does not contain a photo, identifying information must be included on the ID card. Identifying information includes, but is not limited to, the following:
  - Name
  - Address
  - Sex
  - Date of birth or age
  - Height
  - Hair color
  - Eye color

**ADDENDUM 2    Collective Naturalization, Derivative Citizenship, Adoption of Foreign-Born Child by U.S. Citizen and U.S. Citizenship By Marriage**

**Collective Naturalization**

If the applicant cannot present one of the documents listed in the Primary or Secondary Proof above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant 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.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory 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 U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), 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 (NMI local time); or

## **ADDENDUM 2 (continued)**

- 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 (NMI local time).

Note: If a 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 U.S. citizen.

### **Derivative Citizenship**

If the applicant cannot present one of the documents listed in the Primary or Secondary Proof above, make a determination of derivative U.S. citizenship in the following situations:

- Applicant born abroad to two U.S. citizen parents:
  - Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.
- Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent:
  - Evidence that one parent is a U.S. citizen and that the other is a U.S. noncitizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.
- Applicant born out of wedlock abroad to a U.S. citizen mother:
  - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.
- Applicant born in the Canal Zone or the Republic of Panama:
  - A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or

## **ADDENDUM 2 (continued)**

- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

All other situations where an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories but is unable to present the listed documentation:

- If the applicant is in the U.S., refer him or her to the local INS office for determination of U.S. citizenship.
- If the applicant is outside the U.S., refer him or her to the State Department for a U.S. citizenship determination.

### **Adoption of Foreign-Born Child by U.S. Citizen**

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship.
- Since foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, refer the applicant to the local INS district office for a determination of U.S. citizenship if the applicant provides no evidence of U.S. citizenship.

### **U.S. Citizenship By Marriage**

- A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Ask for: Evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.