

## Documents Needed for Proof of Citizenship and Identity

2/2011

Effective July 1, 2006, the Deficit Reduction Act (DRA) of 2005 required states to document United States citizenship and identity. In January, 2010, Alabama Medicaid began an automatic computer match with the Social Security Administration (SSA) to verify citizenship for all applicants. If a match is found, the applicant does not have to furnish any other citizenship or identity documents to Medicaid. If a match is not found, the Medicaid Case Worker will notify the applicant of what is needed (examples are listed on this handout). The applicant then has 90 days to provide proof of their citizenship and/or identity to Medicaid.

Applicants for Alabama Medicaid will not have to provide documentation for citizenship unless they receive a letter from a Medicaid caseworker asking for citizenship and identity documentation.

This policy does not apply to aliens or non-citizens who have not declared themselves to be United States Citizens.

**NOTE: Applicants or recipients who have been approved for Medicare or SSI do not have to provide proof of citizenship and identity.**

**All documents must be either originals or copies certified by the issuing agencies.**

**Copies or notarized copies may not be accepted.**

Medicaid eligibility will not be awarded until required documentation is provided.

What is needed:

One item from the Citizenship and Identity Chart 1 will prove both citizenship and identity.

### **Citizenship and Identity Chart 1.**

**Primary Documents.** These documents establish citizenship and identity:

- A United States passport, or
- A Certificate of Naturalization (DHS Form N-550 or N-570), or
- A Certificate of Citizenship (DHS Form N-560 or Form N-561).

OR: One item from the Citizenship Charts 2, 3, or 4 is needed to prove citizenship **and** One item from the Identity Chart is needed to prove identity.

**Citizenship Chart 2, Secondary Documents.** These documents establish citizenship only:

- A Certified United States birth certificate (contact your local county health department, or for persons not born in Alabama, go to [www.vitalchek.com](http://www.vitalchek.com)),
- A Certification of Report of Birth (Form DS-1350), Consular Report Of Birth Abroad ( Form FS-240), or Certification of Birth Abroad (Form FS-545),
- A United States Citizen Identification Card (Form I-179 or Form I-197),
- An American Indian Card with a classification code "KIC" (Form I-872),
- A Northern Mariana Identification Card (Form I-873),
- A Final Adoption Decree with the child's name and United States place of birth,
- Evidence of civil service employment by the United States Government (before June 1, 1976),
- Official United States Military record of service showing a United States place of birth (example, Form DD-214).

If you are unable to furnish an item from Chart 2, then you must furnish an item from Chart 3.

**Citizenship Chart 3, Third Level of Documents.** These documents establish citizenship only:

- Extract of hospital record on hospital letterhead established at the time of the person's birth and was created at least 5 years before the initial application date and indicates a U.S. place of birth,
- 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.

If you are unable to furnish an item from Chart 3, then you must furnish an item from Chart 4.

**Citizenship Chart 4, Fourth Level Documents.** These documents establish **citizenship** only: 2/2011

- Federal or State census record showing U.S. citizenship or a U.S. place of birth (generally for persons born 1900 through 1950),
- Other document (as listed below) that was created at least 5 years before the application for Medicaid. Document must be one of the following and show a U.S. place of birth:
  - Seneca Indian tribal census record,
  - Bureau of Indian Affairs tribal census records of the Navaho Indians,
  - U.S. State Vital Statistics official notification of birth registration,
  - An amended or delayed U.S. public birth record that is amended more than 5 years after the person's birth,
  - Statement signed by the physician or midwife who was in attendance at the time of birth,
- Institutional admission papers from a nursing home, skilled nursing care facility or other institution and was created at least 5 years before the initial application date and indicates a U.S. place of birth,
- Medical (clinic, doctor, or hospital) record and was created at least 5 years before the initial application date and indicates a U.S. place of birth,
- Written Affidavit (Affidavit should ONLY be used in rare circumstances. An affidavit by at least two individuals of whom one is not related to the applicant/recipient and who have personal knowledge of the event(s) establishing the applicant's or recipient's claim of citizenship. A second affidavit from the applicant/recipient or other knowledgeable individual explaining why documentary evidence does not exist or cannot be readily obtained must also be requested.

**and**

One item from the Identity Chart is needed to prove **identity**.

**Identity Chart.** These documents establish **identity** only:

- A state-issued driver's license (within the United States) with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color,
- An identification card issued by the Federal, State, or Local government (within the United States) with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color,
- A United States Military card, Draft record or Military dependent's identification card,
- A school identification card with a photograph of the child,
- A United States Coast Guard Merchant Mariner card,
- A Native American Tribal document or Certificate of Degree of Indian blood or other United States American Indian/Alaskan Native tribal document (must have photograph or identifying information).

For children under age 16, if none of the above documents in the preceding lists are available, the following may be used:

- School, daycare or nursery school record,  
If none of the above documents are available, you may use an affidavit:
  - An affidavit (on Form 234C) signed under penalty of perjury by a parent or guardian attesting to the child's identity.

NOTE: An affidavit for identity cannot be accepted for a child if an affidavit for citizenship was provided.  
An affidavit for identity should not be accepted for an adult.

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**Copies or notarized copies may not be accepted.**

Medicaid eligibility will not be awarded until required documentation is provided.