



North Carolina
Department of Health and Human Services
Division of Medical Assistance
Recipient Services MEU
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Michael F. Easley, Governor
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RE: Citizenship and Identity Documents

Dear County Directors of Social Services:

An insert in the July Medicaid cards provides information concerning the mandated citizenship and identity requirements for U.S. citizens applying for or receiving Medicaid.

Attached is the July insert. Please share this information with your staff.

If you have questions, contact your Medicaid Program Representative.

Sincerely,

L. Allen Dobson, Jr., M.D., Assistant Secretary
for Health Policy and Medical Assistance

Enclosure

There has been a change in federal Medicaid requirements. Qualified aliens must continue to provide proof of their alien status. Now U.S. citizens must provide proof of citizenship and identity. The county department of social services (dss) will ask for documents providing this proof at your next Medicaid review. Some examples of proof of citizenship are: a U.S. birth certificate; a certification of birth abroad (Form DS-1350, Form FS-240, Form FS-545); a U.S. citizen ID card (DHS Form I-97); a final adoption decree. Some examples of proof of identity are: a driver's license with the individual's picture; a State identity document with the individual's picture; a school identification card with the individual's picture; daycare or nursery school record showing date and place of birth.

If you do not have one of the documents listed here or you would like to know if another document may be acceptable, contact your county dss. Your county caseworker will assist you to determine what can be provided. If you have any questions, please call your county dss or CARE-LINE, Information and Referral Service, at 1-800-662-7030.

Ha habido nuevos cambios en los requisitos del seguro médico federal *Medicaid*. Los inmigrantes con su documentación que califiquen para *Medicaid* seguirán teniendo que mostrar prueba de estatus legal de migración (este requisito seguirá igual). Sin embargo, ahora los ciudadanos estadounidenses deben presentar prueba de ciudadanía e identidad. El Departamento de Servicios Sociales de su condado (DSS, por sus siglas en inglés) pedirá esta documentación durante la próxima visita de revisión de *Medicaid*. Algunos ejemplos de prueba de ciudadanía son: Certificado de Nacimiento; una certificación de nacimiento en el extranjero (formas DS-1350, FS-240, FS-545); una identificación de ciudadanía americana (forma: DHS I-97); un decreto de adopción final. Algunos ejemplos de prueba de identidad son: licencia de conducir con la foto del individuo; una identificación estatal con foto del individuo; una identificación escolar con foto del individuo; expedientes de guardería de niños que muestre la fecha y lugar de nacimiento.

Si no tiene uno de los documentos mencionados aquí o quisiera averiguar si algún otro documento será aceptado, comuníquese con su Departamento de Servicios Sociales. Su trabajador de caso, le ayudara a determinar qué documentos puede presentar. Estos nuevos cambios sólo afectan a aquellos solicitantes que indican que son ciudadanos, y no a los inmigrantes legales que califican para *Medicaid*. Si tiene cualquier pregunta, por favor llame a su Departamento de Servicios Sociales local o a la línea CARE-LINE, gratuitamente al 1-800-662-7030.

ACCEPTABLE DOCUMENTS TO ESTABLISH CITIZENSHIP AND IDENTITY

All documents must be either originals or copies certified by the issuing agency. Do not accept copies or notarized copies.

1. To establish U.S. citizenship the document must show a U.S. place of birth or that the person is a U.S. citizen.

Note: Children born in the U.S. to foreign sovereigns or diplomatic officers are not U.S. citizens.

2. To establish identity a document must show evidence that provides identifying information that relates to the person named on the document.

The following charts list acceptable evidence of U.S. citizenship and/or identity in a hierarchy of reliability. Obtain documents from the highest tier of hierarchy available. If the a/r presents documents from Chart 1, Primary Documents, no other information is required. 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.

Primary Documents

Primary documents are of the highest reliability and conclusively establish both citizenship and identity of the a/r. A/R's born outside the U.S. who were not citizens at birth must submit a document listed under primary evidence of U.S. citizenship.

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)	

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). An additional document from Chart 5 must also be presented.

Chart 2 (Code 25)

<p>A U.S. public birth record showing birth in: One of the 50 U.S. States; District of Columbia; American Samoa Swain’s Island *Puerto Rico (if born on or after January 13, 1941); *Virgin Islands of the U.S. (on or after January 17, 1917; *Northern Mariana Islands (after November 4, 1986 ; or Guam (on or after April 10, 1899)</p>	<p>The birth record document may be issued by the State, Commonwealth, territory or local jurisdiction. It must have been issued before the person was 5 years of age.</p> <p>An amended birth record document that is amended after 5 years of age is considered fourth level evidence of citizenship.</p> <p>Note: if the document shows the individual was born in Puerto Rico, the Virgin Islands of the U.S., the individual may be a collectively naturalized citizen. *See additional requirements for Collective Naturalization.</p>
<p>Certification of Report of Birth (DS-1350)</p>	
<p>Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)</p>	
<p>Certification of Birth Abroad (FS-545)</p>	
<p>United States Citizen Identification Card (I-197 or (-179)</p>	
<p>American Indian Card (I-872)</p>	
<p>Northern Mariana Card (I-873)</p>	
<p>Final adoption decree</p>	<p>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.</p>
<p>Evidence of civil service employment by the U.S. government</p>	<p>Must show employment by the U.S. government before June 1, 1976.</p>
<p>Official Military record of service</p>	<p>Must show a U.S. place of birth.</p>

Third Level Documents to Establish U.S. Citizenship

Use third level evidence when neither primary nor secondary evidence is available, does not exist or cannot be obtained within the 45/90 day processing time period **and** the a/r alleges being born in the U.S. The place of birth on the non-government document and the application must agree. An additional document from Chart 5 must also be presented.

Chart 3 (Code 35)

<p>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</p>	<p>Do not accept a souvenir “birth certificate” issued by the hospital.</p> <p>Note: For children under 16 the document must have been created near the time of birth or 5 years before the date of application.</p>
<p>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.</p>	<p>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.</p>

Fourth Level Documents to Establish U.S. Citizenship

Fourth level evidence should only be used in the rarest of circumstances. Use fourth level evidence only when primary is not available, both secondary and third level evidence does not exist or cannot be obtained within the 45/90 day processing time period and the a/r alleges a U.S. place of birth. The place of birth on the non-government document and the application must agree. An additional document from Chart 5 must also be presented.

Chart 4 (Code 45)

<p>Federal or State census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900-1950)</p>	<p>The census record must also show the applicant’s age.</p> <p>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.</p>
<p>Other document as listed in the box beside this one that was created at least 5 years before the application for Medicaid</p>	<p>This 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 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</p>

<p>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</p>	<p>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.</p>
<p>Medical (clinic, doctor, or hospital) record and was created at least 5 years before the initial application and indicates a U.S. place of birth</p>	<p>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. Note: For children under 16 the document must have been created near the time of birth or 5 years before the date of application.</p>
<p>Written Affidavit</p>	<p>Used only when the dss is unable to secure evidence of citizenship listed in any other Chart.</p> <p>Use only in rare circumstances. An affidavit by at least two individuals of whom one is not related to the a/r and who have personal knowledge of the event(s) establishing the a/r's 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. 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. It must also be signed under penalty of perjury by the person making the affidavit. A second affidavit from the a/r or other knowledgeable individual explaining why documentary evidence does not exist or cannot be readily obtained must also be requested.</p>

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)

Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document	Must have a photograph of the a/r or have other personal identifying information relating to the individual.
Driver's license	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.
School identification card	Must have a photograph of the individual
U.S. military card or draft record	
Identification card issued by the Federal, State, or local government with the same information included on driver's licenses	
Military dependent's identification card	
Native American Tribal document	
U.S. Coast Guard Merchant Mariner card	
For children under 16	School records may include nursery or daycare records. Clinic, doctor or hospital records showing date of birth may be used. If none of the above documents in the preceding charts are available, an affidavit may be used. An affidavit is only acceptable if it is signed under penalty or perjury by a parent or guardian stating the date and place of the birth of the child and cannot be used if an affidavit for citizenship was provided.

Collective Naturalization

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 Rico 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 residence 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 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
- Evidence of continuous domicile in the NMI since 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 non-immigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.