

C. CITIZENSHIP

Citizenship Regulation

All applicants and recipients must provide information necessary to determine their citizenship. Persons who refuse to cooperate in providing documentation or assisting in the verification of his/her citizenship status is ineligible to receive CalWORKs.

Citizenship must be verified and documented at:

- Intake, and
 - When adding a person to an existing assistance unit (AU).
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Citizenship Criteria

U.S. citizenship or eligible alien status is an eligibility requirement for aid. Verification of citizenship is required. However, persons claiming to be U.S. citizens who are unable to provide documentation may receive aid.

The following are considered to be citizens and meet the citizenship requirement:

- Persons born in the U.S.
 - Persons born in the following U.S. Territories:
 - American Samoa
 - Guam
 - Northern Mariana Islands
 - Puerto Rico
 - Swains Island
 - Virgin Islands
 - Persons who become naturalized U.S. citizens.
 - Persons whose U.S. citizenship status is derived from the citizenship of another person.
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**Primary
Citizenship
Document**

U.S. citizenship must be verified by one of the following primary citizenship documents:

- U.S. birth certificate or similar proof of birth in the United States or United States territory
- Hospital birth certificate (with or without the physician's signature), if the date and place of the person's U.S. birth appear on the certificate. A 16-47 DSS (Request for Agency Verification) must be requested for out of county births when the certificate is without the physician's signature;
- U.S. passport;
- Bureau of Citizenship and Immigration Services (BCIS) Certificate of Citizenship;
- BCIS Certificate of Naturalization; or
- Resident Citizen ID Card - INS form I-197 or I-179.

**Secondary
Citizenship
Document**

Persons unable to provide any of the above may submit other evidence verifying U.S. citizenship. **This evidence must verify the date and place of the person's U.S. birth.**

- Church confirmation records or papers;
- Baptismal Certificate verifying date and place of U.S. Birth;
- School records;
- Indian agency records;
- Adoption decrees;
- U.S. military discharge forms;
- Marriage certificates;

**Births within
San Diego
County**

For births within San Diego County, the HSS will submit a completed DSS 20-53 to the Vital Stats Clerk. The Vital Stats Clerk will complete the DSS 20-53 based on the information in RESS. A completed DSS 20-53 is an acceptable form of birth verification.

**Births Outside
San Diego
County**

For out of county and out of state certified birth certificate requests, Eligibility Staff will take the following steps:

- 1) With customer present, visit www.cdc.gov/nchs/w2w/index.htm to obtain appropriate state certified birth certificate form
- 2) Print online application form to request Certified Birth Certificate by Mail
 - a. Follow all instructions as noted on form
 - b. Input DPC address on printed form under "Mail To"
- 3) Have customer sign and date
- 4) Obtain check from Immediate Need Clerk
- 5) Mail the completed application form, along with the check, return envelope and postage paid envelope addressed to the appropriate state agency
 - a. Upon request, customer can choose to mail check, return envelope and postage paid envelope on their own
- 6) Document in CalWIN the following information:
 - If customer chooses to mail documents, then enter:
 - Completed request for Birth Certificate for _____ (customer name); provided check and application for customer to mail to _____ (state)
 - If customer chooses to have FRC mail documents, then enter:
 - Completed request for Birth Certificate for _____ (customer name); mailed check and application to _____ (state).

NOTE: The following states require the certified birth certificate form to be notarized when ordered by mail: Minnesota, Missouri, New York City (not New York State), Texas. For these states, refer customer to a Notary. The customer may obtain a quote from Notary for the notarization fee; the customer can bring this quote to the FRC. Immediate Needs will then issue a check made out to the vendor and give to the customer to obtain the notarization. If needed, the customer can be reimbursed if they provide a receipt.

Once received by DPC, DPC will take the following steps:

- 1) Scan original document into CERMS
 - 2) Mail original document to customer
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**Other
Available
Citizenship
Document**

- Child's birth certificate - a child's U.S. birth certificate may be used to verify the parent's U.S. birth only when the name, birthdate or age, and place of birth of the parent(s) is stated.
- Foreign birth certificate - that has been registered with the American Consulate in a foreign country, can verify citizenship only when the document contains:
 - A written statement confirming U.S. citizenship, and
 - The signature of an officer in the U.S. Consulate, and
 - The stamp of the U.S. Consulate

Persons holding these registered foreign birth certificates are usually issued U.S. passports, or are included in the parent's U.S. passport.

- Affidavits or Declarations of U.S. Citizenship - form 07-3 DSS:
This affidavit must be completed under penalty of perjury by two U.S. citizens, age 18 or older and not in the AU, with direct knowledge of:
 - The date and place of the applicant's birth in the U.S;
 - The U.S. citizenship of the applicant's parents; or
 - Facts concerning the applicant, which would not exist if he/she were not a U.S. citizen.

Persons meeting citizenship requirements in this manner are to be referred to BCIS through the Systematic Alien Verification for Entitlements (SAVE). Aid is to be granted at the time of application, if otherwise eligible, to persons who have provided affidavits. Aid pending verification procedures including extension(s) of aid pending BCIS response, are not applicable in this situation. Cases shall not be ticked, and aid shall not be discontinued after 90 days if no response is received from BCIS.

**Unacceptable
Citizenship
Document**

Foreign birth certificates not registered with the American Consulate - are not acceptable documentation of U.S. citizenship.

Foreign birth certificates stamped by BCIS - BCIS border agents used to stamp the Mexican birth certificates of children legally entering the U.S. when both parents claimed to be U.S citizens. This procedure did not provide the children with U.S. citizenship; parents were advised to apply for citizenship at the BCIS office as soon as possible.

