

# Medi-Cal Program Letter #664

March 12, 2009

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**Subject**            **ARTICLE A – REQUIREMENT TO GENERATE A SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENT (SAVE), UPDATE TO THE U.S. CITIZENSHIP/IDENTITY DOCUMENTATION AND OTHER U.S. CITIZENSHIP DOCUMENT REQUIREMENT**

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**Effective Date**     Upon Receipt

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**Reference**         County Policy

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**Purpose**            The purpose of this letter is to inform staff of:

- Requirement to generate a SAVE to verify naturalized citizenship;
- Update to the U.S. citizenship/identity documentation requirement under Deficit Reduction Act (DRA);
- Eliminating the procedures for review and acceptance of other U.S. citizenship document; and
- Revision to Appendix A cite listing of U.S. Citizenship Immigration Services (USCIS) forms and documents referenced in Article A, Section 4.

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**Background**     Effective April 21, 2008, all CMS applicants who declare they are U.S. citizens are required to show proof of U.S. citizenship and identity at the time of application as a condition of eligibility. Once satisfactory evidence of U.S. citizenship is provided, it does not need to be provided again.

Federal guidelines provide a ranking of acceptable evidence for documenting U.S. citizenship. When primary evidence of U.S. citizenship is not available, the worker can consider any one of the second level documents as evidence of U.S. citizenship. (Refer to MPG A.4.3/Appendix 4B). Verification by the Systematic Alien Verification for Entitlements (SAVE) system is an acceptable second level document that can be used as evidence of citizenship for naturalized citizens. SAVE enables the Bureau of Citizenship and Immigration Services (USCIS) to verify an alien's documentation of naturalized citizenship through an automated system. SAVE requests are initiated from CalWIN and responses are received through the CalWIN Interface Subsystem via an alert. CMS is **NOT** a program supported by CalWIN.

When an applicant/beneficiary is not able provide any acceptable evidence of citizenship specified in MPG A-4. Appendix B but provides a document not listed, the worker must send a copy of the document and all pertinent case information to the Supervisor. The Supervisor evaluates the document for reliability and determines if the document is an acceptable verification of U.S. citizenship.

Article A, Section 4, Appendix A provides a listing of USCIS forms and documents and refers workers to sections in Section 4 Item 4 for specific instructions.

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## Changes

### A. *Generating a Request for SAVE*

CMS workers are not required to generate a request for SAVE to verify an alien's documentation of naturalized citizenship because CMS cases are not on CalWIN. CMS workers do **NOT** have access to the SAVE automated system through CalWIN.

**Note:** If a worker is processing a **CMS/Medi-Cal combo case**, the worker may generate a SAVE to verify the current status of immigrants who claim to be U.S. citizens if they have an A-number. The documentation of SAVE requested for the Medi-Cal case can be used for CMS to meet the verification requirement for naturalized citizenship.

### B. *U.S. Citizenship/Identity Verification Requirement*

1. Clarification on Acceptable Citizenship Documents under DRA
  - (a) U.S. Passport Card – is equivalent to a Passport book issued without limitation and may be used to verify U.S. citizenship and identity.
  - (b) Official Hospital Extract – requires extract to be on hospital letter-head, signed, and reference hospital medical records.
2. Document Handling Procedures

When a worker views and determines that the citizenship or identity document is original or a copy certified by the issuing agency, the worker is **not** required to complete a DHCS 0005 – Receipt of Citizenship or Identity Documentation. The worker is still required to complete and issue DHCS 0011 – Proof of Acceptable Citizenship or Identity Document. The DHCS 0011 informs the applicant/beneficiary of whether the document submitted meets the citizenship and identity documentation requirements.
3. Verification of Identity for Children Under 18

Special identity rules for children under 18 were removed from Appendix 4C. These rules do not apply for CMS applicants/beneficiaries. A CMS applicant must be 21 through 64 years of

age.

**C. Other U.S. Citizenship Documents**

CMS applicants who do not provide any of the acceptable evidence of U.S. citizenship specified in Article A, Section 4, Appendix B & D are not eligible to CMS.

**D. Listing of USCIS Form/Documents**

The reference section for the listing of USCIS and document for Article A, Section 4, Item 4 in Appendix A was incorrect and has been corrected.

**Forms Impact**

None.

**Automation Impact**

None.

**Quality Assurance**

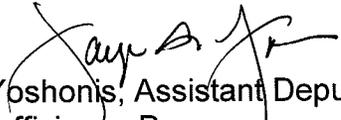
Effective with the April 2009 review month, Quality Assurance will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

**Summary of Changes**

The table below shows the changes made to the Program Guide.

<b>Article</b>	<b>Change</b>
Article A, Section 4	<ul style="list-style-type: none"><li>• Revision for the use of SAVE as a second level documentation.</li><li>• Update to the U.S. citizenship/Identity document requirement.</li><li>• Removed procedures for handling other U.S. citizenship documents.</li></ul>
Article A, Section 4, Appendix A	Updated the reference cites for alien categories and documentation.
Article A, Section 4, Appendix B	Revision for the use of SAVE as a second level documentation.
Article A, Section 4, Appendix C	Removed the special ID rules for children under 18.
Article A, Section 4 Appendix D	Infomapped.

**Manager  
Approval**

  
Jaye Yobshonis, Assistant Deputy Director  
Self-Sufficiency Programs  
Strategic Planning and Operational Support Division

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### A.4.3

## Citizenship

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**General** All applicants claiming U.S. citizenship must present satisfactory **evidence of citizenship.**

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**A. Definitions** There are five categories of U.S. citizenship/national status:

<b>Category</b>	<b>Definition</b>
Natural Citizenship	Persons born in one of the fifty United States or the District of Columbia (D.C.)
	Persons born in the following areas (collectively Naturalized Citizens) are treated the same as U.S. citizens for CMS purposes If conditions specified in Appendix D are met. <ul style="list-style-type: none"><li>• American Samoa</li><li>• Swain's Island</li><li>• Puerto Rico (DOB on or after 1/13/1941)</li><li>• Guam (DOB on or after 4/10/1899)</li><li>• U.S. Virgin Islands (St. John, St. Croix, and St. Thomas)</li><li>• Northern Mariana Islands</li></ul>
United States Nationals	Persons who owe permanent allegiance to the U.S. and may enter and work in the U.S. without restriction. The following are the only persons classified as U.S. nationals: <ul style="list-style-type: none"><li>• Persons born in American Samoa or Swain's Island after December 24, 1952</li><li>• Residents of the Northern Mariana Islands who did not elect to become U.S. citizens</li></ul>
Acquired Citizenship	Citizenship conferred at birth on children born abroad to U.S. citizen parents. See MPG Article A, Appendix B.
Derivative Citizenship	Citizenship conveyed to children through the naturalization of one or both parents, provided they were naturalized prior to the child's eighteenth birthday.
	Citizenship conveyed to foreign-born children adopted by U.S. citizen parents provided certain conditions are met.
Naturalized Citizenship	Citizenship obtained through the naturalization process by persons who were born abroad. Many

	<p>conditions must be met before a person may obtain U.S. citizenship through this process, including:</p> <ul style="list-style-type: none"> <li>• Legal permanent resident status for at least five years, or</li> <li>• Marriage to a U.S. citizen for at least three years.</li> </ul>
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In addition to the above citizen categories, Immigration and Customs Enforcement (ICE) also recognizes the following:

<b>Category</b>	<b>Description</b>
Compact of Free Association Act of 1985	In accordance with the Compact of Free Association Act of 1985, citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (MIS) may live, work or study in the U.S. without restrictions. They may also qualify for full-scope Medi-Cal benefits if otherwise eligible. As proof that they are citizens of independent nations “freely associated” with the U.S., these “permanent non-immigrants” must present Arrival-Departure Records (Form I-94) annotated either CFA/FSM or CFA/MIS.
Foreign Nationals (No Compact of Free Association)	Citizens of the non-associated Republic of Palau (Koror and adjacent islands) do not qualify for full-scope Medi-Cal benefits because they are neither U.S. citizens nor permanent non-immigrants. By voting to reject free association with the U.S., they gave up any right to special status and are thus treated as nationals of a foreign country for immigration purposes. If otherwise eligible, they may be granted restricted benefits.
American Indians Born in Canada	<p>American Indians born in Canada have the right to freely enter and reside in the U.S. provided that they are at least one-half American Indian ancestry. These persons may qualify for full-scope Medi-Cal benefits if otherwise eligible. Spouses or children of Canadian-born Indians and individuals whose membership in an Indian tribe or family is created by adoption, may not qualify for this special Immigration status unless they are at least fifty percent American Indian Ancestry.</p> <p>Membership in this class may be established by presenting any of the following documents:</p> <ul style="list-style-type: none"> <li>• Birth or baptismal certificates issued on a reservation</li> <li>• Tribal records</li> </ul>

	<ul style="list-style-type: none"><li>• Letters from the Canadian Department of Indian Affairs</li><li>• School records</li></ul>
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**B.  
Panama Canal  
Zone**

The Panama Canal Zone is not a U.S. Territory. Applicants born in the Panama Canal Zone must present a Naturalization Certificate or verification of acquired or derived citizenship.

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**C.  
Evidence of  
Citizenship**

Copies of documents are acceptable as evidence of citizenship for CMS. When the original documents presented are determined to be acceptable proof of citizenship and identity, the worker is not required to complete form DHCS 0005 but are required to complete the Proof of Acceptable Citizenship or Identity Documents form DHCS 0011 for each document.

If applicant is required to apply for Medi-Cal, then the documents must be originals or copies certified by the issuing agency. Uncertified copies or notarized copies may not be accepted. The applicant must comply with Medi-Cal requirements to receive full scope benefits. If the applicant does not comply with Medi-Cal requirements and receives limited Medi-Cal benefits the applicants CMS will not be recertified.

Effective 04/21/08, U.S. citizens/nationals may **not** receive CMS benefits if unable to provide satisfactory evidence of citizenship. Once satisfactory evidence of citizenship is provided, it does not need to be provided again.

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**D.  
Citizenship  
Documents**

Federal guidelines provide a ranking of acceptable evidence for documenting citizenship, ranging from most to least reliable. Applicants and beneficiaries are required to provide the most reliable documents they have.

<b>Detailed Description of Acceptable Citizenship Documents Primary Documents</b>	
<p>These are documents of the highest reliability and conclusively which establishes that an individual is a U.S. citizen.</p> <p><b>Note:</b> When an applicant or beneficiary provides one of these documents separate evidence of identity is not required.</p>	
<b>Citizenship Document</b>	<b>Explanation</b>
United States Passport issued without limitation.	<p>Issued by the Department of State. An expired U.S. passport may be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. A U.S. passport card issued without limitation is equivalent to a passport book.</p> <p><b>Note:</b> Spouses and children were sometimes included on one passport through 1980. The citizenship and identity of the included person can be established when one of these passports is presented.</p>
Certificate of Naturalization (Form N-550 or N-570)	Issued by Department of Health Services (DHS). Prior to 1991 issued by Federal and State Courts.
Certificate of U.S. Citizenship (Form N-560 or N-561)	Issued by Department of Health Services (DHS) to individuals who derive citizenship through a parent.
<b>Second Level Documents</b>	
<p>When primary evidence of citizenship is not available, the following documents can be used as evidence of citizenship. <b>When an applicant or beneficiary provides one of these documents, separate evidence of identity is required.</b></p>	
<p>U.S. Public Birth Certificate issued before age five and showing birth in:</p> <ul style="list-style-type: none"> <li>• One of the 50 United States</li> <li>• District of Columbia</li> <li>• American Samoa</li> <li>• Swain's Island</li> </ul>	

- Puerto Rico (DOB on or after 1/13/41)
- U.S. Virgin Islands (DOB on or after 1/17/17)
- Northern Marian Islands (DOB after 11/4/86, NMI local time)
- Guam (DOB on or after 4/10/1899)

**Note: Persons born in the U.S. to foreign sovereigns or diplomatic officers are NOT U.S. citizens unless citizenship status was acquired through either the derived or naturalized citizenship process.**

Department of Health Care Services Birth Record Data Match if born in California

Certification of Report of Birth (DS-1350)

Certification of Birth issued by the Department of State (Form FS-545 or DS-1350)

Report of Birth Abroad of a U.S. Citizen (FS-240)

U.S. Citizen I.D. Card (Form I-197 or I-179)

American Indian Card (I-872)

Northern Mariana Identification Card (I-873)

Final Adoption Decree showing U.S. place of birth

Evidence of civil service employment by U.S. Government showing employment before 6/1/76

U.S. Military Record showing U.S. place of birth

**SAVE \*\* CMS is NOT a program supported by CalWIN. CMS workers do NOT have access to the SAVE automated system initiated through CalWIN for CMS applicants/beneficiaries.**

**Note:** If a worker is processing a **CMS/Medi-Cal combo case**, the worker may generate a SAVE to verify the current status of immigrants who claim to be a U.S. citizen if they have an A-number. The documentation of SAVE requested for the Medi-Cal case can be used for CMS to meet the verification requirement for naturalized citizenship.

Proof of Adoption under the Child Citizenship Act of 2000

### **Third Level Documents**

**These documents are of lesser reliability. They are to be used when evidence of highest reliability is not available and the applicant or beneficiary declares birth in the U.S.**

Life, health or other insurance record meeting all of the following conditions:

- Shows U.S. place of birth; AND
- Created at least 5 years before the initial CMS application date, unless the applicant is under the age of five.

Early school records containing all of the following information:

- Name of the child;
- Date of admission to the school;

<ul style="list-style-type: none"> <li>• Date of birth of the child;</li> <li>• U.S. place of birth for child; AND</li> <li>• Name and place of the birth of the child's parent.</li> </ul>	
<p>Religious records recorded in the U.S. within three months must show that the:</p> <ul style="list-style-type: none"> <li>• Birth occurred in the U.S.; AND</li> <li>• Date of birth or the individual's age at the time the record was made.</li> </ul>	
<p>Extract of a Hospital record on hospital letterhead:</p> <ul style="list-style-type: none"> <li>• Must have been created five years before the initial application date and indicate a U.S. place of birth.</li> <li>• Must be on hospital letterhead, signed, and reference hospital medical records.</li> </ul>	
<b>Fourth Level Documents</b>	
<p>Federal or State census record showing U.S. citizenship or a U.S. place of birth and applicant's age. (Generally for persons born 1900-1950)</p>	
Seneca Indian tribal census record;	<p>Acceptable only if all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• Shows U.S. place of birth; AND</li> <li>• Was created at least 5 years before the initial Medi-Cal application date, unless the applicant is under the age of five.</li> </ul>
Bureau of Indian Affairs tribal census record of the Navaho Indians;	
Amended U.S. public birth record, amended more than 5 years after the person's birth	
Medical (clinic, doctor or hospital) record – Excluding immunization records	
Statement signed by the physician or midwife who was in attendance at time of birth	
Institutional admission papers from a nursing facility, skilled care facility or other institution	
Medical records and Affidavit	Must be medical official record for affidavit see below.
<p>Written Affidavit as Evidence of Citizenship:</p> <p>Affidavits to establish U.S. citizenship/national status may only be used when no other acceptable documentary evidence of citizenship is available. This level of evidence is used <b>only</b> when the applicant/beneficiary declares birth in the U.S., primary evidence is not available, and both secondary and tertiary evidence does not exist and cannot be obtained.</p> <p>When using an affidavit as evidence of citizenship:</p>	

- The affidavit(s) must be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the claim of citizenship by applicant or beneficiary.
- At least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit.
- The individuals making the affidavit(s) must provide their own citizenship and identity documentation (*i.e.*, must be a U.S. citizen/national).
- If the affidavits do not explain why other evidence is unavailable, an additional affidavit signed by the applicant or beneficiary which includes the information must be obtained.
- The applicant or beneficiary and the individuals making the affidavit must provide acceptable evidence of identity.

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**E.  
Document  
Handling**

- 1) This form is to be used **only** when an individual presents original documents.

Proof of Acceptable Citizenship or Identity Documents (DHCS 0011) form. When a worker determines the submitted documents are acceptable proof of citizenship and identity, they must complete the Proof of Acceptable Citizenship or Identity Document form. It may only be completed by an eligibility worker. A separate form must be completed for each document provided. The worker will attach the original DHCS 0011 form with the copy of the document, and will give a copy of the form to the applicant/beneficiary either during an office visit or by mail. The applicant/beneficiary may show this form as proof that citizenship or identity documentation was submitted and determined acceptable.

The case file must contain a DHCS 0011 for each acceptable document that is received. A copy of the DHCS 0006 and 0007 is also required if the 2 forms were sent to the applicant/beneficiary to request information.

Workers will maintain copies of documents submitted as evidence of citizenship in the case file and notate the date and means by which the original document(s) is returned (*i.e.*, Certificate of Naturalization returned to John Doe by mail 01/01/06).

- 2) Additional forms

The Proof of Citizenship or Identity Needed (DHCS 0006) form is

sent to beneficiaries explaining which citizenship documents are required to be sent along with the Acceptable Citizenship and Identity Documents form (DHCS 0007) when documents are not on file.

**Note:** Older versions of the Certificate of Naturalization/Citizenship from INS advise the holder not to photocopy them. The U.S. Citizenship and Immigration Services (USCIS) now PERMITS photocopying these documents if done for lawful purposes.

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**F.  
FQHC  
Document  
Handling**

This process will be followed at the Federally Qualified Health Center (FQHC) and Disproportionate Share Hospital (DSH) locations when viewing original documents:

- View and photocopy citizenship and identity documents that are originals or copies certified by the issuing agency.
  - Complete and sign a separate copy of the "Receipt for Citizenship or Identity Documentation" (DHCS 0005) for each citizenship or identity document provided by the applicant/beneficiary.
  - Include contact information on the form identifying the FQHC or DSH and the staff person who viewed the document.
  - Attach an original signed Receipt of Citizenship or Identity Documentation form to a copy of each citizenship or identity document and transmit them to the appropriate county office.
  - Promptly return the original documents to the applicant/beneficiary.
  - Provide the applicant or beneficiary with a copy of each Receipt of Citizenship or Identity Documentation form DHCS 0005.
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## Appendix 4A

### USCIS Forms and Documents

#### Listing of USCIS Forms and Documents

Workers are not to use this listing as a sole source of verification of eligible alien status for CMS. Workers must refer to the section listed for specific instructions. If a document is not on this list worker must still check Article A to see if the applicant meets eligible alien categories and documentation requirements listed in Section 4.

<b>USCIS FORM/ DOCUMENT</b>	<b>STATUS</b>	<b>INA SECTION/ ANNOTATION</b>	<b>REFER TO ARTICLE A SECTION 4 ITEM 4:</b>
I-94	Legal Permanent Resident (LPR)	Stamped: Processed for I-551 temporary evidence of lawful admission for permanent residence	E-1
I-94	Conditional Permanent Resident (CPR)	Stamped: Processed for I-551 temporary evidence of lawful admission for permanent residence	E-2
I-94	Asylee	Asylum granted	E-4a
I-94	Deportation	Annotated with words that refer to deportation	E-4b
I-94	Parolee Cuban or Haitian Entrant	212(d)(5) Humanitarian (HP) or Public Interest Parolee (PIP)	E-4e
I-94	Refugee as of April 1, 1980	Section 207	E-4f
I-94	Refugee before April 1, 1980	Section 203(a)(7)	E-4f
I-94	Voluntary Departure	Annotated with words that refer to Voluntary Departure	E-4h
I-94	Voluntary Departure	Section 301 Family Unity	E-4h

I-551	LPR	10 year expiration	E-1
I-551	CPR	2 year expiration	E-2
I-151	LPR		E-1
AR-3/AR-3a	LPR		E-1
I-181a	Pending adjustment of status		E-4c
I-181b	Granted LPR		E-4c
I-210	Voluntary Departure	Annotated with words that refer to Voluntary Departure	E-4h
I-220b	Order of Supervision		E-4d
I-327	LPR		E-1
I-468	Registry Alien	INA Section 249	E-4g
I-571	Refugee Travel Document		E-4f
I-688	Amnesty Alien	210, 210A, 245A	E-3
I-688B	Must be accompanied by other documentation		C
I-688B	Asylee	274a.12(a)(5)	E-4a
I-688B	Deportation	274a.12(a)(10)	E-4b
I-688B	Order of Supervision	274a.12(c)18	E-4d
I-688B	Parolee	274a.12(c)11	E-4e
I-688B	Refugee	274a.12(a)4	E-4f
I-688B	Refugee	274a.12(a)3	E-4f
I-688B	Registry Alien	274a.12(c)(16)	E-4g
I-688B	Voluntary Departure	274a.12(c)12	E-4h

I-688B	Voluntary Departure	274a.12(a)11	E-4h
I-688B	Family Unity	274a.12(a)13	E-4h
I-766	Asylee	A5	E-4a
I-766	Deportation	A10	E-4b
I-797	Family Unity	Annotated with words that refer to Family Unity	E-4h
Foreign Passport	LPR	Stamped as Temporary evidence that verifies having LPR status	E-1
Foreign Passport	CPR	Stamped as Temporary evidence that verifies having CPR status	E-2

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# Appendix 4B

## Verification of Citizenship

### Acceptable Verification of Citizenship

<b>Primary Evidence of Citizenship</b>	
<ul style="list-style-type: none"> <li>• These are documents of the highest reliability and conclusively establish that an individual is a U.S. citizen.</li> <li>• Applicants or beneficiaries born outside of the U.S. who were not citizens at birth must submit one of these documents.</li> </ul> <p><b>Note:</b> When an applicant or beneficiary provides one of these documents separate evidence of identity is NOT required.</p>	
<b>Citizenship Document</b>	<b>Explanation</b>
United States Passport issued without limitation	<p>Issued by the Department of State. An expired U.S. passport may be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. A U.S. passport card issued without limitation is equivalent to a passport book.</p> <p><b>Note:</b> Spouses and children were sometimes included on one passport through 1980. The citizenship and identity of the included person can be established when one of these passports is presented.</p>
Certificate of Naturalization (Form N-550 or N-570)	Issued by the Department of Homeland Security (DHS). Prior to 1991 issued by Federal and State Courts.
Certificate of U.S. Citizenship (Form N-560 or N-561)	Issued by DHS to individuals who derive citizenship through a parent.
<b>Second Level Evidence of Citizenship</b>	
<ul style="list-style-type: none"> <li>• These documents are of high reliability. They are to be used when evidence of highest reliability is not available <u>and</u> the applicant or beneficiary declares birth in the U.S.</li> <li>• California Department of Health Care Services' (DHCS) electronic verification of birth record information meets the requirement of citizenship documentation. No further citizenship documentation is necessary; however identity will</li> </ul>	

still need to be verified. (Refer to Automation Section of MPG SN for instructions on requesting and retrieving birth record data match information)

**Note:** When an applicant or beneficiary provides one of these documents, separate evidence of identity is required.

Citizenship Document	Explanation
<p>U.S. Public Birth Certificate showing birth in:</p> <ul style="list-style-type: none"> <li>• One of the 50 United States;</li> <li>• District of Columbia;</li> <li>• American Samoa;</li> <li>• Swain’s Island;</li> <li>• Puerto Rico (DOB on or after 1/13/41);</li> <li>• U.S. Virgin Islands (DOB on or after 1/17/17);</li> <li>• Northern Mariana Islands (DOB after 11/4/86, NMI local time); or</li> <li>• Guam (DOB on or after 4/10/1899).</li> </ul>	<ul style="list-style-type: none"> <li>• The birth record document may be issued by the State, Commonwealth, Territory or local jurisdiction.</li> <li>• It must have been issued before the person was five years of age. A delayed birth record document that is recorded after five years of age is listed under third level evidence of citizenship.</li> </ul> <p>An amended birth record document that is amended after 5 years of age is considered fourth level of evidence of citizenship.</p> <p><b>Note:</b> If the document shows the individual was born in Puerto Rico, Guam, the Virgin Islands of the U.S., or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a Collectively Naturalized citizen. Collective Naturalization occurred on the dates listed for each of the Territories. See Attachment A for additional requirements for Collective Naturalization.</p>
<p>Certification of Report of Birth (DS-1350)</p>	<p>Issued by the Department of State to U.S. citizens in the U.S. who were born outside the U.S. and acquired U.S. citizenship at birth, based on information shown on a Consular Report of Birth Abroad of a Citizen of the United States (FS-240).</p> <p>When the birth was recorded on an FS 240, certified copies of the DS-1350 can be issued by the Department of State in Washington D.C. The DS-</p>

	1350 contains the same information as that on the FS-240. The DS-1350 is not issued outside the U.S.
Certification of Birth Abroad (FS-545)	Prior to November 1, 1990, Department of State consulates also issued Form FS-545 along with the prior version of the FS-240. In 1990, U.S. consulates ceased to issue Form FS-545. Treat an FS-545 the same as the DS-1350.
Consular Report of Birth Abroad of a Citizen of the United States (FS-240)	Issued by the Department of State consular office. A consular Report of Birth can be prepared only at an American consular office overseas while the child is under the age of 18. Children born outside the U.S. to U.S. military personnel usually have one of these.
U.S. Citizen I.D. Card (I-197 or I-179)  <b>Note:</b> Section 1903(x) of the Act incorrectly refers to the same document as an I-97.	INS issued the I-179 from 1960 until 1973 when it revised the form and renumbered it as Form I-197. INS issued the I-197 from 1973 until April 7, 1983. INS issued Form I-179 and I-197 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings. Although neither form is currently issued, either form that was previously issued is still valid.
American Indian Card (I-872)	Issued by DHS to identify a member of the Texas Band of Kickapoos living near the U.S./Mexican border. The classification code "KIC" and a statement on the back denote U.S. citizenship.
Northern Mariana Card (I-873)	Issued by INS to a Collectively Naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986. The card is no longer issued; those previously issued are still valid.
Final Adoption Decree	The adoption decree must show the child's name and U.S. place of birth. In situations where an adoption is not finalized <b>and</b> the State in which the child was born will not release a birth

	<p>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>
Evidence of Civil Service Employment by the U.S. Government	<p>The document must show employment by the U.S. government before June 1, 1976. Individuals employed by the U.S. Civil Service prior to June 1, 1976 were required to be U.S. citizens.</p>
U.S. Military Record	<p>The document must show date of birth and a U.S. place of birth (for example a DD-214).</p>
SAVE Verification	<p>Verification of citizenship through the Systematic Alien Verification for Entitlements (SAVE) system is acceptable evidence for naturalized citizenship. CMS workers are not required to generate a request for SAVE to verify an alien's documentation of naturalized citizenship because CMS workers do <b>NOT</b> have access to the SAVE automated system initiated through Cal WIN. CMS is not a program supported by Cal WIN.</p> <p><b>Note:</b> If a worker is processing a CMS/ Medi-Cal combo case, the worker may generate a SAVE to verify the current status of immigrants who claim to be U.S. citizen if they have an A-number. The documentation of SAVE requested for the Medi-Cal case can be used for CMS to meet the verification requirement for naturalized citizenship.</p>
<p>Proof of Adoption Under the Child Citizenship Act of 2000* (effective February 27, 2001)</p> <p>* Section 101(b) of the Immigration and Nationality Act (8 U.S.C.</p>	<p>Verification that an adopted child meets the requirements for establishing citizenship under the Child Citizenship Act is acceptable evidence of citizenship. To establish citizenship in this way requires evidence that <b>all</b> of the following conditions have been met on or after February 27, 2001:</p> <ul style="list-style-type: none"> <li>• at least one parent of the child is a</li> </ul>

<p>1101(b)(1) pertaining to international adoptions (admission for lawful permanent residence as IR-3 (child adopted outside the U.S.) or as IR-4 (child coming to the U.S. to be adopted)).</p>	<p>U.S. citizen</p> <ul style="list-style-type: none"> <li>• the child is under 18;</li> <li>• the child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent;</li> <li>• the child was admitted to the U.S. for lawful permanent residence; and,</li> <li>• if adopted, the child satisfies the specified Immigration and Nationality Act (INA) requirements pertaining to international adoptions.</li> </ul>
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**Third Level Evidence of Citizenship**

- These documents are of lesser reliability.
- They are to be used when evidence of highest reliability is not available and the applicant or beneficiary declares birth in the U.S.

**Note:** When an applicant or beneficiary provides one of these documents separate evidence of identity is required.

<b>Citizenship Document</b>	<b>Explanation</b>
<p>Extract of a Hospital Record on Hospital Letterhead Established at the Time of Birth</p>	<ul style="list-style-type: none"> <li>• Must have been created five years before the initial application date and indicate a U.S. place of birth.</li> <li>• Must be on hospital letterhead, signed, and reference hospital medical records.</li> </ul> <p>Souvenir birth certificates issued by a hospital are <u>not</u> acceptable.</p>
<p>Life, Health, or Other Insurance Record</p>	<p>Document must:</p> <ul style="list-style-type: none"> <li>• Indicate a U.S. place of birth; and</li> <li>• Have been created at least five years before the initial application date (or near the time of birth if under 16).</li> </ul> <p>Life or health insurance records may show biographical information for the person including place of birth; the record can be used to established U.S. citizenship when it shows a U.S. place of birth.</p>
<p>Religious Records (e.g. Certificate of Baptism)</p>	<p>To be acceptable as evidence of citizenship, religious records must:</p> <ul style="list-style-type: none"> <li>• be recorded in the U.S. within 3 months of birth;</li> </ul>

	<ul style="list-style-type: none"> <li>• show that the birth occurred in the U.S.;</li> <li>• show either the date of birth, or the individual's age at the time the record was made; and</li> <li>• be an official record with the religious organization.</li> </ul> <p>In questionable cases (e.g., where the record was recorded near a U.S. international border and the child may have been born outside the U.S.), the county must either verify the religious record or document that the mother was in the U.S. at the time of the child's birth.</p>
Early school records	<p>Must include <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• child's name;</li> <li>• date of admission to the school;</li> <li>• date of birth;</li> <li>• a U.S. place of birth; and,</li> <li>• name(s) and place(s) of birth of the child's parent(s).</li> </ul>
<p><b>Fourth Level Evidence of Citizenship</b></p> <ul style="list-style-type: none"> <li>• These documents are of the least reliability.</li> <li>• They are to be used when first, second, and third level evidence of citizenship is not available <u>and</u> the applicant or beneficiary declares birth in the U.S.</li> </ul> <p><b>Note:</b> When an applicant or beneficiary provides one of these documents separate evidence of identity is required.</p>	
<b>Citizenship Document</b>	<b>Explanation</b>
Federal or State Census Record	<p>Must include <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• Age; and,</li> <li>• U.S. citizenship or a U.S. place of birth.</li> </ul> <p><b>Note:</b> Census records from 1900 through 1950 contain certain citizenship information. To secure this information, the applicant/beneficiary will need to complete an Application for Search of Census Records for Proof of Age (Form BC-600). Add in the remarks portion "U.S. citizenship data requested." Also, add that the purpose</p>

	is for Medicaid eligibility. This form requires a fee.
<p>Seneca Nation of Indians Tribal Census Record*</p> <p>Bureau of Indian Affairs tribal census records of the Navajo Nation*</p> <p>Bureau of Indian Affairs Roll of Alaska Natives*</p> <p>U.S. State Vital Statistics Official Notification of Birth Registration</p> <p>Delayed U.S. public birth record**</p> <p>Statement Signed by Physician or Midwife in Attendance at time of birth*</p>	<p>All documents must:</p> <ul style="list-style-type: none"> <li>• Indicate a U.S. place of birth; and,</li> <li>• Have been created at least five years before the application for Medi-Cal.</li> </ul> <p>** Delayed U.S. public birth record must have been recorded more than five years after the person's birth.</p>
Institutional Admission Papers from a Nursing Facility, Skilled Care Facility, or Other Institution	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 and was created at least five years before the initial date of application.
Medical (clinic, doctor, or hospital) Record	<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.</p> <p>Immunization records are <b>not</b> considered medical records for purposes of establishing U.S. citizenship.</p>

Written Affidavit	<p>Affidavits may be used by U.S. born citizens and naturalized U.S. citizens in circumstances where no other acceptable documentary evidence of citizenship is available. In order for an affidavit to be acceptable to establish citizenship the following requirements must be met:</p> <ul style="list-style-type: none"><li>• No other evidence of citizenship can be obtained by the applicant or beneficiary.</li><li>• The affidavit(s) must be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the applicant's or beneficiary's claim of citizenship. Affidavits need not be notarized.</li><li>• At least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit.</li><li>• The individuals making the affidavit must provide proof of their own citizenship and identity, i.e., must themselves be U.S. citizens/nationals.</li><li>• If the affidavits do not explain why other evidence is unavailable, an additional affidavit should be requested from the applicant or beneficiary which includes that information.</li><li>• The applicant/beneficiary whose citizenship is addressed in the affidavit must provide acceptable evidence of identity.</li></ul> <p>Note:</p> <ul style="list-style-type: none"><li>• Affidavits of citizenship may be used for naturalized citizens.</li><li>• Affidavits of citizenship do not need to be notarized.</li><li>• Affidavits may NOT be used for both citizenship and identity.</li></ul>
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## Appendix 4C

### Verification of Identity

#### Acceptable Verification of Identity

Identity Document	Explanation
Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document	Acceptable if the document carries a photograph of the individual or has other personal identifying information relating to the individual such as age, weight, height, race sex and eye color.
Identity documents described in 8 CFR 274a.2(b)(1)(v)(B)(1) of the Immigration and Nationality Act	<ul style="list-style-type: none"> <li>• Driver's license issued by State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color</li> <li>• School identification card with a photograph of the individual</li> <li>• U.S. military identification card or draft record</li> <li>• Identification card issued by the Federal, State, or local Government with the same identifying information included on a driver's license</li> <li>• U.S. Military dependent's identification card with a photograph of the individual</li> <li>• Native American Tribal document</li> <li>• U.S. Coast Guard Merchant Mariner Card with a photograph or other identifying information of the individual</li> </ul> <p>Expired identity documents are acceptable for proof of identity.</p> <p><b>Exception:</b> Do NOT accept a voter's registration card or Canadian driver's license as listed in 8 CFR 274a.2(b)(1)(v)(B)(1).</p>
Three or more corroborating identity	Identity may be established based on three or more corroborating documents that, taken together, reasonably corroborate the identity of

documents	<p>an individual (if there is no other evidence of identity available), provided the documents were not used to establish citizenship and the individual provided second or third level evidence of citizenship. These documents must at a minimum include the individual's name (and any other identifying information) and must contain consistent identifying information. Acceptable documents that could be used to establish identity in this way include:</p> <ul style="list-style-type: none"> <li>• Marriage Licenses</li> <li>• Divorce decrees</li> <li>• High School Diplomas (including general education and high school equivalency diplomas)</li> <li>• Employer ID Cards</li> <li>• Property Deeds and Titles</li> </ul>
U.S. passport issued with limitation	<p>Passports with limitations may be used as proof of identity. Such a passport does not have to be currently valid to be acceptable evidence of identity.</p>
Affidavit of identity for disabled individuals in institutional care facilities	<p>Must be signed under penalty of perjury by a residential care facility director or administrator on behalf of an institutionalized individual in the facility on behalf of the institutionalized individual in the facility but does not need to be notarized.</p>

Note: Identity documents that have recently expired are acceptable as long as there is no reason to believe the document does not match the individual.

## Appendix 4D

### U.S. Citizenship for Collectively Naturalized Individuals

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**Acceptable  
Evidence of  
Citizenship  
and  
Identification**

Some individuals are “collectively naturalized” based on when and where they were born. Persons who provide acceptable evidence of citizenship and identity that meets the criteria below for collective naturalization are U.S. citizens. The following will establish U.S. citizenship for collectively naturalized individuals:

<b>Country of Origin</b>	<b>Citizenship Documentation</b>
<b>Puerto Rico</b>	<ul style="list-style-type: none"><li>• Evidence of birth in Puerto Rico on or after April 11, 1899 and the individual’s statement indicating that he/she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; OR</li><li>• Evidence that the individual was a Puerto Rican citizen and the individual’s statement indicating that he/she was residing in Puerto Rico on March 1, 1917 and he/she did not take an oath of allegiance to Spain.</li></ul>
<b>U.S. Virgin Islands (St. John, St. Croix, and St. Thomas)</b>	<ul style="list-style-type: none"><li>• Evidence of birth in the U.S. Virgin Islands and the individual’s statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927; OR</li><li>• The individual’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 he/she did not make a declaration to maintain Danish citizenship; OR</li><li>• Evidence of birth in the U.S. Virgin Islands and the individual’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.</li></ul>
<b>Northern Mariana Islands (NMI)</b> [Formerly part of the Trust Territory of the Pacific Islands]	<ul style="list-style-type: none"><li>• Evidence of birth in the NMI, TTPI citizenship, residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time), and the individual’s statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);</li></ul>

<p>(TTPI)]</p> <p><b>Note:</b> 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.</p>	<p>OR</p> <ul style="list-style-type: none"> <li>• Evidence of TTPI citizenship, continuous residence in the NMI since November 3, 1981 (NMI local time), voter registration prior to January 1, 1975, and the individual's statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);</li> <li>OR</li> <li>• Evidence of continuous domicile in the NMI since before January 1, 1974 and the individual's statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).</li> </ul>
<p><b>Guam</b></p>	<p>Must show evidence of birth in Guam on or after April 10, 1899.</p>

MPG Letter #664 (3/09)

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