

P-2405 Citizenship & Identity - Acceptable Types of Citizenship & Identity Documentation



Health care rules require most U.S. citizens to provide proof of identity and citizenship. All documents must be originals or certified copies from the issuing agency. We are not allowed to accept photocopies or notarized copies. The documentation needs to be from the highest level possible. (rule M170)

A. Immigrants

Immigrants, otherwise known as “qualified aliens”, do not provide proof of citizenship and identity – they must provide proof of their immigration status. When you have received their documentation confirm their current status via the SAVES process. Their MEMB panel needs to have an “N” in the US CITZ field; blank CITZ and ID fields, and their IMMIGRANT STATUS DATA completed.

B. Exempt Individuals

Some individuals are exempt from the citizenship and identity requirement. Both **citizenship and identity** requirements are automatically met for:

<ul style="list-style-type: none"> <li>• SSI recipients</li> </ul>	ES	<i>These individual retain their exempt status even if their benefit ends.</i>
<ul style="list-style-type: none"> <li>• SSDI recipients</li> </ul>	ED	
<ul style="list-style-type: none"> <li>• Medicare recipients</li> </ul>	EM	
<ul style="list-style-type: none"> <li>• IV-E foster care children</li> <li>• IV-E adoption assistance children</li> </ul>	EF	<i>These individuals retain their exempt status even if their adoption benefits end or they leave foster care.</i>
<ul style="list-style-type: none"> <li>• Infants</li> </ul> Infants born <b>before 4/1/09</b> to women who are one of the department’s health care programs at the time of birth are exempt for one year so long as the mother remains eligible and the child is a member of her household.	blank	<i>These individuals will get picked up for C&amp;I at the at the family’s next review.</i>  <i>If they are not yet 1 year old, blank out their CITZ history.</i>
<ul style="list-style-type: none"> <li>• Infants</li> </ul> Infants born <b>on or after 4/1/09</b> to women who are on one of the department’s health care programs at the time of birth.	1P	<i>These individuals permanently retain their exempt status.</i>

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C. Proof of both U.S. Citizenship & Identity  
(No other documentation is required)

<b>First-Level Citizenship &amp; Identity</b>	1P	<ul style="list-style-type: none"> <li>▶ U.S. passport. (A passport may be current or expired)</li> <li>▶ Children born in the U.S. if Mom is on a state health care program at the time of birth (except for HVP).</li> </ul>
	1A	<ul style="list-style-type: none"> <li>▶ Documents from recognized Native American tribes indicating membership, enrollment, or affiliation with a tribe (ie: a tribal enrollment card or certificate of Indian blood).</li> </ul>
	1D	<ul style="list-style-type: none"> <li>▶ Enhanced drivers license</li> </ul>
	1N	<ul style="list-style-type: none"> <li>▶ Certificate of Naturalization (DHS Form N-550 or N-570).</li> </ul>
	1C	<ul style="list-style-type: none"> <li>▶ Certificate of U.S. Citizenship (DHS Form N-560 or N-561).</li> </ul>
		<p>Individuals born outside the U.S. who were not U.S. citizens at birth must submit first-level documentation.</p> <p>Adopted children born outside the U.S. may establish citizenship under the Child Citizenship Act. Parents must pursue a Certificate Of U.S. Citizenship on their behalf.</p>



Expired Passports are acceptable.

**Other documents that have RECENTLY expired are also acceptable.**

Recent = expired within 1 year

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(Proof of Identity is Also Required)

<b>Second-Level Citizenship</b>	2B	<ul style="list-style-type: none"> <li>▶ U.S. birth certificate issued before the person turned age 5. Includes the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam (on or after April 10, 1899), the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (after November 4, 1986).</li> </ul>
	2P	<ul style="list-style-type: none"> <li>▶ Final adoption decree showing the child's name and U.S. place of birth (if adoption is not finalized, a statement from a state-approved adoption agency).</li> </ul>
	2F	<ul style="list-style-type: none"> <li>▶ Certification of Birth Abroad of a U.S. Citizen (Form FS-545)</li> </ul>
	2A	<ul style="list-style-type: none"> <li>▶ Report of Birth Abroad of a U.S. Citizen (Form FS-240, or Form DS-1350).</li> </ul>
	2M	<ul style="list-style-type: none"> <li>▶ An official military record showing a U.S. place of birth.</li> </ul>
	2I	<ul style="list-style-type: none"> <li>▶ U.S. Citizen ID card (INS Form I-197 or I-179).</li> </ul>
	2G	<ul style="list-style-type: none"> <li>▶ Evidence of U.S. civil service employment before June 1, 1976.</li> </ul>
	2K	<ul style="list-style-type: none"> <li>▶ American Indian Card (I-872 with the classification code KIC) issued by the Department of Homeland Security (DHS) to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border.</li> </ul>
	2N	<ul style="list-style-type: none"> <li>▶ A Northern Mariana Identification Card (I-873) issued by the INS to a collectively naturalized citizen of the United States who was born in the Northern Mariana Islands before November 4, 1986.</li> </ul>
	1N	<ul style="list-style-type: none"> <li>▶ States may verify citizenship of a naturalized citizen through the SAVE program.</li> </ul>

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(Proof of Identity is Also Required)

<b>Third-Level Citizenship</b>	3H	▶ Extract of U.S. hospital record of birth on hospital letterhead that was created at least 5 years before the initial application date. Souvenir birth certificates are not acceptable.
	3I	▶ Life, health, or other insurance record showing a U.S. place of birth that was created at least 5 years before the initial application date.
	3I	▶ Religious records recorded in the U.S. within 3 months of birth. Must show a U.S. place of birth and either the date of birth or the age of the individual at the time the record was made. Must be official records recorded with the religious organization.
	3I	▶ Early school records. Must show the name of the child, the date of admission to the school, the date of birth (or age at the time the record was made), a U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents.

**Proof of U.S. Citizenship**  
(Proof of Identity is Also Required)

<b>Fourth-Level Citizenship</b>	4C	▶ Federal or state census record showing U.S. citizenship or a U.S. place of birth and person's age.
	4L	▶ Admission papers, indicating a U.S. place of birth, from a nursing home or other institution.
	4M	▶ Medical (clinic, doctor, or hospital) record indicating a U.S. place of birth that was created at least 5 years before the initial application date. (For children under 16, the document must have been created near the time of birth or 5 years before the date of application.)

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D. Proof of U.S. Citizenship (Continued)  
(Proof of Identity is Also Required)

<b>Fourth-Level Citizenship</b> (continued)	4O	<ul style="list-style-type: none"> <li>▶ Other documents created at least 5 years before the initial application for Medicaid: Seneca tribal census records; Bureau of Indian Affairs tribal census records of the Navajo Indians; U.S. State Vital Statistics official notification of birth registration; an amended U.S. public birth record that was amended more than 5 years after the person’s birth; or a statement from a physician or midwife who was in attendance at the birth.</li> </ul>
	4W	<ul style="list-style-type: none"> <li>▶ Written declarations, signed under penalty of perjury.                             <ul style="list-style-type: none"> <li>▶ Declarations should be used only in rare circumstances when the individual is unable to provide evidence of U.S. citizenship from any other source listed.</li> <li>▶ Two declarations must be submitted. One of the two declarations must be from someone who is not related to the individual. Each person providing a declaration must have knowledge of the event(s) establishing the individual’s claim of U.S. citizenship; for example, the applicant’s birth in the United States, or that they’ve personally seen a document establishing citizenship – such as a passport that was burned in a fire.</li> <li>▶ The individuals providing the declarations must also provide proof of both their own U.S. citizenship and identity for the declaration to be accepted. If they know why documentary evidence of the individual’s claim of U.S. citizenship cannot be provided, this should be included in the declaration.</li> <li>▶ The applicant or beneficiary (or other knowledgeable individual) must also provide a separate declaration explaining why this evidence cannot be provided.</li> <li>▶ Naturalized citizens may use affidavits.</li> </ul> </li> </ul>
	4O	<ul style="list-style-type: none"> <li>▶ List of Alaska natives Maintained by BIA.</li> </ul>

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E. Proof of U.S. Identity  
(Proof of Citizenship is Also Required)

<b>Ages 16 and older</b>	ID	<ul style="list-style-type: none"> <li>▶ Current state driver’s license containing the individual’s photo or other identifying information.</li> </ul>
	II	<ul style="list-style-type: none"> <li>▶ Certificate of Indian Blood or other U.S. tribal document with photo or other identifying information.</li> </ul>
	IO	<ul style="list-style-type: none"> <li>▶ Government-issued identity card containing the individual’s photo or other identifying information.                             <ul style="list-style-type: none"> <li>▶ U.S. military card or draft record.</li> <li>▶ School identity card with photo.</li> <li>▶ Military dependent’s identity card.</li> <li>▶ U.S. Coast Guard Merchant Mariner card.</li> <li>▶ Hunting licenses</li> <li>▶ Firearm Identification cards</li> </ul> </li> </ul>
	IO	<ul style="list-style-type: none"> <li>▶ States may accept an identity affidavit signed under penalty of perjury by a residential-care facility director or administrator on behalf of an institutionalized individual.</li> </ul>
	IO	<ul style="list-style-type: none"> <li>▶ A combination of three or more of these documents:                             <ul style="list-style-type: none"> <li>▶ employer ID cards</li> <li>▶ high school and college diplomas from accredited schools (including GED certificates)</li> <li>▶ marriage certificates</li> <li>▶ divorce decrees</li> <li>▶ property deeds/titles</li> </ul> </li> </ul> <p>Documents must corroborate one another and must not conflict, and may only be used to verify identity if the individual used secondary or third level evidence of citizenship and the document was not used to verify citizenship.</p>

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E. Proof of U.S. Identity (Continued)  
 (Proof of Citizenship is Also Required)

<b>Ages 16 and older</b>	KW	▶ Proof of Identity Form 201ID for 16 and 17-year old children in limited circumstances
	KW	▶ Proof of Identity Form 201ID for disabled individuals living in residential care facilities.
<b>Under age 16</b>	Only use these if one of the documents in the “16 and older” list is not available.	
	KS	▶ School record, including report cards.
	KD	▶ Day-care or nursery school record.
	KM	▶ Clinic, doctor, or hospital records.
	KW	▶ Proof of Identity Form 201ID. (This form may not be used if declarations were used as proof of citizenship)

Expired Passports are acceptable.

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?	C or I	Unknown
CM	C or I	Send cross-match request manually
EC	C or I	Exempt – present SCHIP recipient (C2 & C6 cat codes)
ED	C or I	Exempt
EF	C or I	Exempt – presently in foster care
EM	C or I	Exempt – past or present Medicare recipient
ES	C or I	Exempt – past or present SSI/AABD recipient
F	C or I	Failed to verify
ID	I only	Driver's license or other state-issued ID card
II	I only	Certificate of Indian blood or other Native American tribal document
IO	I only	US military or dependent ID, school ID w/ photo, USCG Merchants Mariner or other ID from Immigration and Naturalization Act Sec. 274A (B) (1) (D)
KD	I only	Daycare or nursery school record showing date and place of birth (under age 16)
KM	I only	Clinic, doctor, or hospital record showing date of birth (under age 16)
KS	I only	School record showing date and place of birth and parent's name (under age 16)
KW	I only	Proof of Identity Form 201ID signed by parent/guardian (under age 16)  Proof of Identity Form 201ID for 16 and 17-year old children in limited circumstances  Proof of Identity Form 201ID for disabled individuals living in residential care facilities.
MB	C only	Citizenship verified using BGS cross-match
MC	I only	Identity verified using OCS-DNA cross-match
MD	I only	Identity verified using DMV cross-match



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MF	I only	Identity verified using Food Stamp cross-match
N	C & I	Not a US citizen; use established procedure for non-citizens (SAVE)
NM	C or I	No BGS/DMV/VDH cross-match
P	C or I	Verification required – starts 202V notice process
SB	C only	Cross-match request sent to BGS (ACCESS generated only)
X	C or I	Extension of deadline for documentation granted
X2	C or I	2 <sup>nd</sup> Extension of deadline for documentation granted
X3	C or I	3 <sup>rd</sup> Extension of deadline for documentation granted
Z	C or I	Administrative extension of deadline for documentation granted
1C	C only	Certificate of Citizenship (DHS Forms N-560 or N-561)
1D	C only	Driver's license issued by state requiring citizenship verification for license issuance
1N	C only	Certificate of Naturalization (DNS forms N-550 or N-570)
1P	C or I	US Passport (current or expired)
2A	C only	Report of birth abroad of a US citizen
2B	C only	US birth certificate issued before person was 5 years old
2F	C only	Certification of birth abroad (Form FS-545)
2G	C only	Evidence of civil service employment by the US Government
2I	C only	US Citizen ID Card (DHS Form I-179 or I-197)

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2K	C only	American Indian Card for members of Texas band of Kickapoos (CHS Form I-872 w/ code "KIC")
2M	C only	Official military record of service
2N	C only	Northern Mariana ID card  Documents from recognized Native American tribes indicating membership, enrollment, or affiliation with a tribe (ie: a tribal enrollment card or certificate of Indian blood).
2P	C only	Final adoption decree showing child's name and US birthplace
2S	C only	Certification of birth issued by US Dept of State (form DS-1350)
3H	C only	Hospital record of birth created at birth showing US birthplace
3I	C only	Life, health, or other insurance record showing US birthplace
4C	C only	Federal or state census record showing US citizenship or US birthplace
4L	C only	Admission papers to a LTC facility showing US birthplace
4M	C only	Medical record (not immunization record) showing US birthplace
4O	C only	Other documentation permissible by CMS, including vital statistics
4W	C only	Written affidavit signed by two individuals (last resort)