

**MISSISSIPPI DIVISION OF MEDICAID**  
**Eligibility Policy and Procedures Manual**

**102.04.05 EVIDENCES OF U. S. CITIZENSHIP**

**Primary evidence** has the highest reliability. Therefore, when the applicant or beneficiary presents any of the following primary documents: current or expired U. S. passport (without limitation), Certificate of Naturalization or a Certificate of Citizenship, the requirements for both citizenship and identity have been met and no further verification is needed. If any other level of evidence is used to verify U. S. citizenship, a second document verifying identity must be obtained. The following documents may be accepted as primary proof of an individual’s citizenship and identity.

Primary Documents	Explanation
U. S. Passport	<p>A U. S. passport does not have to be currently valid to be accepted as evidence of U. S. citizenship as long as it was originally issued without limitation.</p> <p>On an emergency basis, the passport office will issue a U. S. passport without proof of citizenship. In this instance, the passport is issued with the limitation that it is valid for one year rather than the usual 5 or 10 years. When the holder of a passport with limitations returns to the country, he has to provide proof of citizenship to have the passport reissued without limitation. To determine if a passport was issued with limitation, compare the issuance date with the expiration date. If the expiration date is less than five years from the issuance date, the passport was issued with limitation and cannot be used as proof of citizenship. Each passport presented must be examined closely to determine whether or not the passport was issued with limitation.</p> <p>Spouses and children were sometimes included on one passport through 1980. U. S. passports issued after 1980 show only one person. Consequently, the citizenship and identity of the included person can be established when one of these passports is presented.</p> <p>NOTE: Do not accept any passport as evidence of U. S. citizenship when it was issued with a limitation. However, such a passport may be used as proof of identity.</p>
Certificate of Naturalization (N-550 or N-570)	Issued by Department of Homeland Security (DHS) for Naturalization.
Certificate of Citizenship (N-560 or N-561)	Issued By DHS to individuals who derive citizenship through a parent.

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**Secondary evidence** of citizenship is documentary evidence of satisfactory reliability that is used when primary evidence of citizenship is not available within the reasonable opportunity period. In addition, a second document establishing identity must be presented.

Secondary Documents	Explanation
<p>A U.S. public birth record showing birth in one of the following:</p> <ul style="list-style-type: none"> <li>• One of the 50 U.S. States;</li> <li>• District of Columbia;</li> <li>• American Samoa</li> <li>• Swain’s Island</li> <li>• Puerto Rico (if born on or after January 13, 1941);</li> <li>• Virgin Islands of the U.S. (on or after January 17, 1917);</li> <li>• Northern Mariana Islands (after November 4, 1986 (NMI local time);</li> <li>• Guam (on or after April 10, 1899)</li> </ul>	<p>A birth certificate may be issued by the State, Commonwealth, territory, or local jurisdiction. The birth record must have been recorded before the person was 5 years of age.</p> <p>A delayed birth record document recorded after 5 years of age is considered fourth level evidence of citizenship.</p> <p><b>***NOTE:</b> If the document shows the individual was born in Puerto Rico, 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 certain dates listed for each of the territories. Refer to the Citizenship Addendum at the end for information on collective naturalization.</p>
<p>Verification through SAVE for a Naturalized Citizen</p>	<p>Verification through the Department of Homeland Security’s Systematic Alien Verification for Entitlements (SAVE) database to verify U. S. citizenship for a naturalized citizen when original naturalization papers are not available.</p>
<p>Eligible under the Child Citizenship Act of 2000</p>	<p>When a child derives U. S. citizenship from a parent and meets the requirements of the Child Citizenship Act of 2000, establish (1) the parent’s U. S. citizenship and (2) the child’s legal immigration status, if applicable, through SAVE to verify the child’s citizenship. Primary verification through a Certificate of Citizenship should be available if child was issued a Visa rather than a Permanent Resident Alien card upon entry into the country.</p>

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Secondary Documents	Explanation
Certification of Report of Birth Abroad (FS-1350)	The Department of State issues a DS-1350 to U. S. citizens who were born outside the U. S. and acquired citizenship at birth, as verified by the information recorded on the FS-240, Consular Report of Birth Abroad. When the birth was recorded on the FS-240, certified copies of the Certification of Report of Birth Abroad can be obtained from the Department of State. The DS-1350 contains the same information as recorded on the current version of the Consular Report of Birth, FS-240. The DS-1350 is not issued overseas and can be obtained from the Department of State in Washington DC.
Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)	The Department of State consular office prepares and issues this document. A Consular Report of Birth can only be prepared at an American consular office overseas while the child is under the age of 18. While original FS-240's are not issued within the U.S, lost or mutilated documents can be replaced through the Department of State in Washington DC. Children born to military personnel are usually issued an FS-240.
Certification of Birth Abroad (FS-545)	Before November 1, 1990, the 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 a DS-1350.
U. S Citizen ID Card (I-197) or prior version I-179	The former Immigration and Naturalization Service (INS) issued the I-179 from 1960 until 1973. 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) and Documents Issued by a Federally-Recognized Indian Tribe	DHS issues an American Indian Card to identify a member of the Texas Band of Kickapoos. A classification code "KIC" and a statement on the back denote U.S. citizenship. In addition, tribal enrollment or certificate of degree of Indian blood documents meet the citizenship requirement.
Northern Mariana Card (I-873)	INS issued the I-873 to a collectively naturalized citizen of the U.S. who was born in the NMI before November 4, 1986. The card is no longer issued, but 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 <b>not</b> 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.

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Evidence of civil service employment by the U.S. government	The document must show employment by the U.S. government before June 1, 1976.
Official military record of service	The document must show a U.S. place of birth (for example a DD-214 or similar official document showing a U.S. place of birth).

**Third level evidence** of citizenship is documentary evidence of satisfactory reliability that is used when primary or secondary evidence of citizenship is not available. Third level evidence may only be used when primary and secondary evidence does not exist or cannot be obtained and the applicant/beneficiary alleges being born in the U.S. In addition, a second document establishing identity must be obtained.

Third Level Documents	Explanation
An extract, i.e., part(s) of one or more documents from medical records of a hospital, on hospital letterhead established at the time of the person's birth and was created 5 years before the initial application date and shows a U. S. place of birth.	Do not accept a souvenir "birth certificate" issued by the hospital.  NOTE: For children under 16, the document must have been created near the time of birth <b>or</b> 5 years before the application date.
Life or health or other insurance record which shows a U.S. place of birth and was created at least 5 years before the initial application date.	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.  NOTE: For children under 16, the document must have been created near the time of birth <b>or</b> 5 years before the application date.
Religious record recorded in the U. S. within 3 months of birth showing birth occurred in the U. S. and showing either the individual's birth date or age at the time the record was recorded.	The record must be an official record with a religious organization. In questionable cases, i.e., religious document recorded near an international border, the religious record must be verified and/or verify that the mother was in the U. S. at time of birth.  NOTE: Entries in a family Bible are not considered religious records.
Early school record showing a U. S. place of birth.	The record must show the name of the child, the date of admission to the school, the date of birth (or age at the time record was created), a U. S. place of birth and the name(s) <b>and</b> place(s) of birth of the child's parents.

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**Fourth level evidence** of citizenship is of the lowest reliability. It should only be used in the rarest of circumstances. It is used when primary evidence is not available and both secondary and third level evidence do not exist or cannot be obtained within the reasonable opportunity period and the applicant alleges a U. S. place of birth. In addition, a second document establishing identity must be obtained.

Accept any of the following documents as fourth level evidence of U. S. citizenship if the document meets the listed criteria, the applicant/beneficiary alleges U. S. citizenship and there is nothing indicating the person is not a U. S. citizen or lost U. S. citizenship. Fourth level evidence consists of documents established for a reason other than to establish U. S. citizenship and showing a U. S. place of birth. The U. S. place of birth on the document and documented place of birth on the application must agree. The written affidavit may be used only when the specialist is unable to secure evidence of citizenship in any other chart.

Fourth Level Documents	Explanation
<p>Federal or State census record showing U.S. citizenship or a place of birth (generally for persons born 1900 through 1950).</p>	<p>The census record must also show the applicant’s age.</p> <p>NOTE: Census records from 1900 through 1950 contain certain citizenship information.</p> <p>To secure this information the applicant, beneficiary, or State 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 Documents - To be valid, the documents in this section must have been created at least 5 years before the application for Medicaid (or for children under 16, the document must have been created near the time of birth or 5 years before the application date.)</p>	<p>This document must show a U.S. place of birth:</p> <ul style="list-style-type: none"> <li>• Seneca Indian tribal census record.</li> <li>• Bureau of Indian Affairs tribal census records of the Navaho Indians.</li> <li>• U.S. State Vital Statistics official notification of birth registration.</li> <li>• A delayed U.S. public birth record that is recorded more than 5 years after the person’s birth.</li> <li>• Statement signed by the physician or midwife who was in attendance at the time of birth.</li> <li>• Bureau of Indian Affairs Roll of Alaska Natives</li> </ul>

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Fourth Level Documents	Explanation
<p>Medical (clinic, doctor or hospital) record and was created at least 5 years before the initial application date (for children under 16, record was created near time of birth or 5 years before the application date) 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.</p> <p>NOTE: Immunization records maintained by the family or a school are not considered a medical record for purposes of establishing U. S. citizenship. However, such records maintained by a clinic, doctor or hospitals are considered medical records.</p>
<p>Institutional admission papers from a nursing home, skilled nursing facility or other institution that were created at least 5 years before the initial application date and indicate 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>Written Affidavit</p>	<p><u>Written affidavits may be used as fourth level evidence only in rare circumstances when no other acceptable evidence of citizenship is available.</u></p> <ul style="list-style-type: none"> <li>• The affidavits may be used for U. S. citizens, including naturalized citizens.</li> <li>• Affidavits must be supplied by the applicant/recipient and at least 2 additional individuals, one of whom is not related to the applicant or recipient.</li> <li>• Each of the 2 additional individuals must attest to having personal knowledge of the event(s) establishing the applicant's or recipient's claim of citizenship.</li> <li>• The individuals providing supporting affidavits must be able to prove their own U. S. citizenship and identity for the affidavit to be accepted.</li> <li>• The applicant/recipient (or guardian or representative for a child) also submits a separate affidavit explaining why other documentary evidence is not available.</li> <li>• Affidavits are signed under penalty of perjury, but do not have to be notarized.</li> </ul> <p>NOTE: For a child, an affidavit cannot be used to verify both identity and citizenship.</p>

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Citizenship Addendum	Explanation
<p>If the document used to verify U. S. citizenship indicates the individual was born in Puerto Rico, 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 certain dates listed for each of the territories.</p>	<p><b><u>Puerto Rico:</u></b> Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant/beneficiary’s statement that he or she was residing in the U.S. possession or Puerto Rico on January 13, 1941; or</p> <p>Evidence that the applicant/beneficiary was a Puerto Rican citizen and the applicant/beneficiary’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.</p> <p><b><u>U.S. Virgin Islands:</u></b> Evidence of birth in the U.S. Virgin Islands and the applicant/beneficiary’s statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;</p> <p>The applicant/beneficiary’s statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a 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</p> <p>Evidence of birth in the U.S. Virgin Islands and the applicant/beneficiary’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.</p> <p><b><u>Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI))</u></b></p> <p>Evidence of birth 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/beneficiary’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/beneficiary’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 before January 1, 1974 and the applicant/beneficiary’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 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>

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### 102.04.06 EVIDENCES OF IDENTITY

**Proof of identity** is required when primary evidence of citizenship cannot be obtained and a secondary, third or fourth level evidence is used.

Identity Documentation	Explanation
<p>The identity of all applicants and recipients must be verified.</p> <p>When a child younger than age 16 or a disabled individual living in a residential care facility does not have one of the following documents available to verify identity, an alternate document indicated below may be used.</p>	<p>This section includes the following acceptable documents which may be used to verify the identity of any applicant or recipient. Documents may be recently expired provided there is no reason to believe the document does not match the individual.</p> <ul style="list-style-type: none"> <li>• A current state driver’s license bearing either the individual’s picture or containing other identifying information such as name, age, sex race, height, weight or eye color.</li> <li>• School identification card with a photograph of the individual. (ID cards issued by IDENT-A-KID Services of America, ID CONCEPTS, GUARD-A-KID, Safe Kids ID or Child Identification Sheet created by local law enforcement are also acceptable)</li> <li>• U.S. military card or draft record.</li> <li>• Identification card issued by the Federal, State, or local government containing the same information included on driver’s licenses.</li> <li>• Military dependent’s identification card.</li> <li>• Certificate of Indian blood or other U. S. American/Alaska Native tribal document 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, eye color.</li> <li>• U.S. Coast Guard Merchant Mariner card.</li> <li>• Three or more corroborating documents such as marriage licenses, divorce decrees, high school diplomas (including general education or equivalency diplomas), employer ID cards, property deeds/titles or other similar types of documents issued by local or state governmental entities when no other higher-level evidence is available to verify identity. All documents must be originals or certified copies. They must include at a minimum, the individual’s name plus any additional information to establish identity. Use only when second or third level, but not fourth level, evidence of citizenship was obtained.</li> </ul>