

ATTACHMENT A

DOCUMENTS ACCEPTED BY AHCCCS TO VERIFY CITIZENSHIP AND IDENTITY

Documents that can be used to verify both U.S. Citizenship & Identity

List 1

- U.S. Passport
- U.S. Passport Card
- U.S. Naturalization Certificate issued by U.S. Citizenship & Immigration Services (USCIS)
- Certificate of citizenship issued by USCIS
- Document issued by a federally recognized Indian Tribe showing that the person is a member of or enrolled with that tribe (i.e., a tribal enrollment or certification of degree of Indian Blood)

Documents that can be used to verify U.S. Citizenship only

List 2

- U.S. Birth Certificate
- Certification or Report of Birth Abroad issued by USCIS or the Dept of State
- U.S. Citizen ID card issued by USCIS
- American Indian card issued by USCIS for the Kickapoo tribe
- Final adoption papers showing birth in the U.S.
 - If adoption is not finalized, a statement from the adoption agency showing the child's name and place of birth and a statement that the original birth certificate was the source of this information.
- Evidence of Civil Service employment by the U.S. Government before 6/1/1976
- Official Military Record of Service showing U.S. place of birth (i.e. a DD-214)
- Northern Mariana ID card issued by USCIS to a naturalized citizen born before 11/4/1986
- U.S. Consular's official statement
- The Child Citizenship Act of 2000 allows certain children born outside the US after 2/27/83 who have at least one natural or adoptive U.S. Citizen parent to automatically acquire U.S. citizenship (contact DES or AHCCCS eligibility specialist for details)

List 3

Either of the following documents created at least 5 years before the initial AHCCCS application:

- Extract of U.S. hospital birth record established at the time of birth
- Life, health or other insurance record showing a U.S. place of birth
- An official religious record recorded within 3 months of birth, showing a U.S. place of birth and the date of birth or the child's age at the time the record was recorded
- An early school record showing the name, date of birth, U.S. place of birth, date of admission to school and name and place of birth of the child's parents

List 4

- Federal or State census records showing a U.S. place of birth
- Any of the following documents created at least 5 years before the initial AHCCCS application and showing a U.S. place of birth:
 - Admission papers or medical records from a nursing home, skilled nursing facility or other institution
 - Medical records, including immunization records maintained by a clinic, doctor or hospital
 - Bureau of Indian Affairs tribal census records (Navajo and Seneca tribes only)

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- A delayed U.S. birth certificate that is recorded more than 5 years after the person's date of birth
- U.S. State Vital Statistics official notification of birth registration
- Statement signed by the physician or midwife who was in attendance at the time of birth
- Written affidavit (contact DES or AHCCCS eligibility specialist for details)

Documents that can be used to verify Identity only

Acceptable identity documents (current or expired) used to prove U.S. citizenship includes any of the following (known as first level reliability documents):

- A state photo driver's license
- A school issued photo ID card
- U.S. Military ID card (active, reserve and retired)
- U.S. Military draft record
- U.S. Military dependent ID card
- U.S. Coast Guard Merchant Mariner Card

For Minors (under age 16) the following may be used

- School record or report card
- Daycare or nursery school record
- Clinic, doctor, or hospital record
- Immunization records
- American Indian tribal documents with photo
- Written affidavit (contact DES or AHCCCS eligibility specialist for details)

Three or more supporting documents to verify the identity of a person, including but not limited to the following which can only be used if citizenship documentation was provided from List 2 or List 3.

- Marriage license
- Other government document

Documents provided by the person for verification must be an original or a certified copy from the issuing agency. Only the following copies are acceptable:

- Copies turned in or faxed from an agency that accepts applications for AHCCCS. The copy must be documented as follows:
 - "copy of original" or "copy of certified"
 - Name of agency making the copy
 - Printed name of staff person viewing the original or certified document and making the copy
 - Date the staff person made and signed the copy

Where to get a birth certificate:

For a person born in Arizona – use the Vital Records request form located on the Health-e-Arizona website or online at: http://pub.azdhs.gov/ovrmanuals/Birth_App.pdf

For a person born outside of Arizona, contact vital records in the state or territory of birth. For state contact information go to <http://www.cdc.gov/nchs/w2w.htm>