

### 18.3 IMMIGRATION DOCUMENTS

#### A. Introduction

Identifying an alien's immigration status to determine eligibility for federal programs requires knowledge of immigration documents. This knowledge is needed to understand the person's status and then match that information to alien eligibility guidelines (see 18.4).

Immigration documents should include a reference to the individual's alien number as most aliens are given an "alien" ("A") number by the INS. This number, along with the person's name and date of birth, is used to maintain the alien's immigration status,

Aliens eighteen years or older must have immigration documentation in their possession at all times. Aliens without documentation should be referred to the local INS office (Pittsburgh, Pennsylvania) to request replacement documentation.

#### B. Examining INS Documents

1. All alien applicants for entitlement benefits must present original documentation of alien registration which is returned to the alien after viewing. A copy of the documentation must be kept in the case record. Immigration documentation includes, but is not limited to, the following forms. These documents should show the A-Number of the alien, except for Form I-94 which does not always include an A-Number. Some forms, as noted, have expiration dates. These dates should be checked during initial viewing of the documentation.
2. Sources of Verification of Alien Status

- \* - I-94 Arrival/Departure Record (Expires, does not always contain A-Number)
- I-134 Affidavit of Support (no longer valid on 12-19-1997)
- I-185 Canadian Border Crossing Card
- I-186 Mexican Border Crossing Card (limited to area can Travel)
- \* - I-179 U.S. Citizen I.D. Card (last issued February, 1974)
- \* - I-197 U.S. Citizen I.D. Card (issued until April 7, 1983)
- I-210 Voluntary Departure
- I-221S Order to Show Cause
- I-327 Reentry Permit (expires)
- I-444 Mexican Border Visitors Permit (limited to states Can Visit)
- I-512 Parole Authorization
- \* - I-551 Resident Alien Card (commonly known as "green card")
- \* - I-551 Unexpired Temporary Stamp in Foreign Passport (or on INS form 1-94)
- \* - I-571 Refugee Travel Document (expires)
- I-586 Mexican Border Crossing Card (limited to area can Travel)
- I-688 Temporary Resident Card (expires)
- I-688A Employment Authorization for Legalization Applicants (expires)

- \* - I-688B Employment Authorization Document (EAD)  
(expires)
- \* - I-766 Employment Authorization Document
- I-797 Family Unity Approval Notice
- \* - I-864 New Affidavit of Support (effective December  
19, 1997)
- \* - N-550 Certificate of Naturalization
- \* - N-560 Certificate of Citizenship
- \* - N-561 Certificate of Citizenship
- \* - N-570 Certificate of Naturalization
- \* - Decision Granting Asylum
- \* - Order Granting Suspension of Deportation

NOTE: An \* indicates documentation for  
qualified aliens.

- a. Samples for most of these documents with  
background information and coding keys for  
documents I-94, I-551, I-151, and I-688B are found  
in Appendix A.

- b. Some INS documentation does not contain a photograph of the bearer. When such documentation is presented, the ESW/FSW should ask for an additional identification document that includes a photograph, such as a driver's license or an employee's badge.
3. Methods of Documenting United States Citizenship

The following are methods for documentation of United States citizenship of applicants when their alien status is questionable.

- Birth certificate,
- Religious document such as a baptismal record, recorded within 3 months of age showing that the ceremony took place in the U.S., or its territories. The document must show either the date of birth or the individuals age at the time the record was made,
- United States passport, (not limited passports, which are issued for periods of less than 5 years),
- Report of Birth Abroad of a Citizen of the U.S. (Form FS-240),
- Certificate of Birth (Form FS-545),
- U.S. Citizen I.D. Card (I-197),
- Naturalization Certificate (N-550 or N-0570),
- Certificate of Citizenship (N-560 or N-561)

- Northern Mariana Identification card (issued by INS to a collectively naturalized citizen of the United States who was born in the Mariana Islands before November 3, 1996),
- Contemporary hospital record of birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam (on or after April 10, 1899), the United States Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island, or the Northern Mariana Islands (unless the person was born to foreign diplomats residing in such a jurisdiction).