WV INCOME MAINTENANCE MANUAL

CHAPTER 4

Verification

Primary Documents	Explanation
U. S. Passport	The Department of State issues this. 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.
	NOTE: Spouses and children were sometimes included on one passport through 1980 and the citizenship and identity of the included person can be established when one of these passports is presented.
	EXCEPTION: 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.
Certificate of Naturalization (N-550 or N-570)	The Department of Homeland Security issues for naturalization.
Certificate of Citizenship (N-560 or N-561)	The Department of Homeland Security issues certificates of citizenship to individuals who derive citizenship through a parent.

2. Secondary Documents to Establish U.S. Citizenship

Secondary evidence of citizenship is used when primary evidence of citizenship is not available. In addition, a second document which establishes identity must also be presented as described in item 5.

Accept any of the documents listed in the chart below as secondary evidence of U.S. citizenship, if the document meets the criteria and there is no indication that the person is not a U.S. citizen.

Applicants or recipients born outside the U.S. must submit a document listed under primary evidence of U.S. citizenship.

4.3

Verification

Secondary Documents	Explanation
 A U.S. public birth record showing birth in: One of the 50 U.S. States; District of Columbia; American Samoa Swain's Island Puerto Rico, if born on or after January 13, 1941; Virgin Islands of the U.S. on or after January 17, 1917; Northern Mariana Islands after November 4, 1986 (NMI local time); or Guam, on or after April 10, 1899 	 The birth record document may be issued by the State, Commonwealth, territory or local jurisdiction. It must have been issued before the person was 5 years of age. An amended birth record document that is amended after 5 years of age is considered fourth level evidence of citizenship. See item 4 below. NOTE: If the document shows the individual was born in Puerto Rico, the Virgin Islands 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. Please note the additional requirements for Collective Naturalization.
Certification of Report of Birth (DS-1350)	The Department of State issues a DS-1350 to U.S. citizens who were born outside the U.S. and acquired U.S. citizenship at birth, based on the information shown on the FS-240. When the birth was recorded as a Consular Report of Birth (FS-240), certified copies of the Certification of Report of Birth Abroad (OS-1350) can be issued by the Department of State in Washington, D.C. The DS-1350 contains the same information as that on the current version of Consular Report of Birth FS-240. The DS-1350 is not issued outside the U.S.
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 and 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.
Certification of Birth Abroad (FS-545)	Before 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 From FS-545. Treat an FS-545 the same as the DS-1350.

11/06

Any identity document described in section 274A(b) (1) (D) of the Immigration and Nationality Act	 The following are acceptable documents for Medicaid: Driver's license issued by a state or territory, either with a photograph or other identifying information of the individual such as name, age, sex, race, height, weight or eye color. School identification card with a photograph of the individual U.S. military card or draft record Identification card issued by the federal, state, or local government with the same information included on driver's licenses Military dependent's identification card Native American Tribal document U.S. Coast Guard Merchant Mariner card
	NOTE: For children under age 16, school records may include nursery or daycare records. If none of the above documents in the preceding charts are available, an identity declaration may be used. A declaration is only acceptable if it is signed under penalty of perjury by a parent or guardian stating the date and place of the birth of the child and cannot be used if an affidavit for citizenship was provided. EXCEPTION: A voter's registration card or Canadian driver's license cannot be used.

C. COLLECTIVE NATURALIZATION

The following establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927

- The applicant'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 U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- 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's statement that he 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's statement that he 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's statement that he did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).

NOTE: If a person entered the NMI as a non-immigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.

D. CHILDREN IN TITLE IV-E FOSTER CARE AND ADOPTION

Title IV-E children who receive Medicaid must have a declaration of citizenship or satisfactory immigration status and documentary evidence of the citizenship or satisfactory immigration status claimed on the declaration filed in the case record.