



A-12 Charts of Acceptable Verification for Citizenship and Identity

The following charts list acceptable documentation of U.S. citizenship and identity for medical assistance determinations. A hierarchical approach is used when obtaining documentation. Documents must be initially requested from the list of primary documents, found in Chart A, before considering documents in Chart B, Chart C or Chart D.

NOTE: Documentary evidence should only be requested from the individual if the information cannot be verified via the Federal Data Hub.

Current and former Medicare beneficiaries, current and former SSI recipients, current and former Social Security Disability recipients, children currently in foster care or recipients of foster care maintenance, children who are adoption support recipients, and children born on or after 07-01-2006 to a Medicaid recipient are exempt from these requirements. (See MKEESM 1322.1(5), MKEESM 2145.2 and KFMAM 1333.02).

The following process is used when considering documentary evidence:

1. A primary document presented from Chart A (Primary Documents for both Citizenship and Identity) must be initially considered. These items are the only items that provide documentation of both citizenship and identity. If a document from this list is provided, no other documentation is needed.
2. If one of these documents is not readily available, two (2) separate documents must be provided:
 - An item from a subsequent citizenship chart Charts B through E AND
 - An item from Chart F (Documents to Verify Identity) or for children under age 16 an item from Chart G (Documents to Verify Identity for Children Under age 16).
3. Consider items from Chart B (Secondary Documents to Establish U.S. Citizenship) after determining an item in Chart A is not available.
4. If an item in Chart B isn't available, request an item from Chart C (Third Level Documents to Establish U.S. Citizenship).
5. If an item from Chart C isn't available, request an item from Chart D (Fourth Level Documents to Establish U.S. Citizenship).
6. Obtain a separate document to document identity from Chart F. An item from Chart G may be used for children under age 16.
7. Individuals receiving U.S. citizenship status through collective naturalization are listed in Chart J.
8. Some documents cannot be used for verification of either citizenship or identity. Examples include Social Security card or court records where a place of birth is not listed.

Chart A: Primary Documents to Establish Both U.S. Citizenship and Identity - For foreign-born individuals, a document from this chart must be provided unless the individual is considered a citizen at birth per MKEESM 2141.1 and KFMAM 2041.01. Documents in a subsequent chart may be used to establish citizenship and identity for citizens at birth.

Document	Explanation
U.S. Passport	<p>Issued by the Department of State. The passport must be issued without limitation but does not have to be currently valid.</p> <p>Through 1980, spouses and children were sometimes included on a single passport. Passports after 1980 show only one individual. The passport may be used for all individuals included on the passport.</p>
Certificate of Naturalization (N-550 or N-570)	<p>Issued by Department of Homeland Security (DHS).</p> <p>**See Chart B for more information about children of naturalized citizens.</p>
Certificate of Citizenship (N-560 or N-561)	<p>Issued by Department of Homeland Security (DHS).</p> <p>For individuals who derive citizenship through a parent, including adopted foreign-born children and other foreign-born children of citizen parents as described in MKEESM 2141.1 and KFMAM 2041.01.</p>
<p>Indian Tribal Document</p> <p>Examples: tribal enrollment card or a certificate of degree of Indian Blood.</p>	<p>Issued by a Federally recognized Indian Tribe.</p> <p>Document identifies membership, enrollment, or affiliation with the tribe.</p>
KS WebIZ	<p>Statewide database that includes immunization records for all Kansas residents. If 'YES' to Vital Record is marked, WebIZ may be used to establish both citizenship and identity.</p>

Chart B: Secondary Documents Used to Establish US Citizenship

Document	Explanation
A U.S. Birth Certificate or Other Public Birth Record Includes a Delayed Certificate of Birth	<p>The results of a query from the KDHE Birth Registration - VRV (Screen Print the query results).</p> <p>The birth record must be issued by the state before the individual was five (5) years old.</p> <p>NOTE: An amended record after the individual is five (5) is a lower-level document.</p>

Chart B: Secondary Documents Used to Establish US Citizenship continued

Document	Explanation
<p>A Public Birth Record showing birth in one of the following: American Samoa Puerto Rico or Swain’s Island (if after 01-13-1941) Virgin Islands of the US Northern Mariana Islands (after 11-04-1986) Guam</p>	<p>If the document indicates the individual was born in one of the territories prior to these dates, the individual may be collectively naturalized citizen.</p> <p>**See Chart N (Collectively Naturalized Citizens for requirements to be considered a collectively naturalized citizen).</p>
<p>Certification of Report of Birth (DS-1350)</p>	<p>Issued by Department of State. Issued to citizens born outside of the U.S. and acquired citizenship based on the Consular Report of Birth (FS-240).</p>
<p>Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)</p>	<p>Issued by Department of State consulate. For children under the age of 18.</p> <p>NOTE: Children born abroad to U.S. military personnel usually have one of these.</p>
<p>Certification of Birth Abroad (FS-545)</p>	<p>Issued by Department of State consulate prior to 11-1-1990. Similar to the DS-1350.</p>
<p>United States Citizen Identification Card (I-197) and the prior version (I-179)</p>	<p>Issued by Immigration and Naturalization Service (INS) from 1960-1973 (I-179) and from 1973 (I-197) to 04-07-1983 to citizens living near a Canadian or Mexican border. These are no longer issued but are still valid.</p>
<p>American Indian Card (I-872)</p>	<p>Issued by Department of Homeland Security (DHS). Identifies a member of the Texas Band of Kickapoo. A code of ‘KIC’ and statement on the back denote U.S. citizenship.</p>
<p>Northern Mariana Card (I-873)</p>	<p>Issued by Immigration and Naturalization Service (INS) to a collectively naturalized citizen born in the NMI before 11-04-1986. The card is no longer issued but is still valid.</p>
<p>Final adoption decree</p>	<p>The decree must show the child’s name and U.S. place of birth. If the adoption is not finalized and the State in which the child was born will not release a birth certificate prior to final adoption, a statement from a State approved adoption agency providing the child’s name and U.S. place of birth is acceptable. The agency must state the original source of this information is the birth certificate.</p>

Chart B: Secondary Documents Used to Establish US Citizenship continued	
Evidence of civil service employment by the U.S. Government	The document must show employment by the U.S. Government prior to 06-01-1976.
Official Military record of service	The document must show a U.S. place of birth (for example a DD-214 or other official document).
Evidence of meeting the automatic criteria for U.S. citizenship outlined in the Child Citizenship Act of 2000	<p>This only applies to children under the age of 18 residing in the custody of the U.S. citizen parent. The following must be provided:</p> <ul style="list-style-type: none"> • Verification of citizenship or naturalization for one (1) of the child's parents, • Verification of the child's lawful permanent residence (LPR) status including VLP results, and <p>Verification of the child's adoption (if applicable).</p>

Chart C: Third Level Documents Used to Establish U.S. Citizenship – These documents can only be used if the individual alleges, they were born in the United States and the place of birth on the document is consistent with client statement.	
Document	Explanation
<p>Extract of hospital record on hospital letterhead and meets the following:</p> <ul style="list-style-type: none"> • Established at the time of birth • Was created at least five (5) years before the initial date • Indicates a U.S. place of birth <p>Examples: 'Footprint' document or Crib card. Doesn't include a souvenir birth certificate issued by the hospital.</p>	For children under 16, document must have been created near the time of birth OR five (5) years before date of application.
Life Insurance, Health Insurance or Other Insurance Record if a U.S. place of birth is showing and was created at least five (5) years before the initial application date.	Includes a copy of the policy or a letter from the insurance company stating this information.
<p>Religious Records</p> <p>Example: baptismal certificates</p>	Must be recorded in the U.S. within three (3) months of birth showing the birth occurred in the U.S. and showing either the date of birth or the individual's age at the time the record was made.
Early School Records	Must show the name of the child, the date of admission to the school, the date of birth, a U.S. place of birth, and the name(s) and place(s) of birth of the individual's parents.

Chart D: Fourth Level Documents Used to Establish U.S. Citizenship	
Document	Explanation
Federal or State Census Records showing U.S. citizenship or a U.S. place of birth for individuals appearing on census records between 1900 and 1950	Census record must have individual's age. To obtain, complete a form BC-600 , Application for Search of Census Records for Proof of Age. Annotate in the remarks portion, 'U.S. citizenship data request for Kansas Medicaid eligibility.' There is a fee required, to be paid by the requesting agency.
Institutional Admission papers from a nursing home or other institution created at least five (5) years before the initial application date and indicates a U.S. place of birth	Admission papers reflect biographical information for the individual, including place of birth.
Medical records created at least five (5) years before the initial application date and indicates a U.S. place of birth Immunization records are not sufficient for this purpose.	For children under age 16, the document must have been created near the time of birth or five (5) years before the date of application. Medical records may show biographical information for the individual, including place of birth.
Other documents which were created at least five (5) years before the application for medical assistance. <ul style="list-style-type: none"> • Seneca Indian tribal census record • Bureau of Indian Affairs tribal census records of the Navaho Indians • U.S. State Vital Statistics official notification of birth registration • An amended U.S. public birth record that was amended more than five (5) years after the individual's birth. • Statement signed by the physician or midwife who attended the time of birth. 	Must reflect a U.S. place of birth.
Roll of Alaskan Native	The Roll only contains information about individuals who were born prior to 12-18-1971. With permission from the individual, the agency may contact the Bureau of Indian Affairs regional office in Juneau, Alaska at (907) 586-7177 to request information on the individual.

Chart E: Declaration of Citizenship – May be accepted from an individual who is U.S. born or a Naturalized citizen.

Document	Explanation
P-8 Declaration of Citizenship	<p>Two (2) declarations must be submitted, one (1) from a non- relative.</p> <p>Both individuals completing the declarations must also submit proof of their own citizenship.</p>

Chart F: Secondary Documents Used to Establish Identity

Document	Explanation
<ul style="list-style-type: none"> • Certificate of Indian Blood or other U.S. American Indian/Alaska Native tribal document • Driver’s License (can be Real ID) or ID card issued by a State or U.S. Territory (includes expired licenses) • U.S. Coast Guard Merchant Mariner Card • Federal, State or Local Government ID Card (includes Employee ID cards and Prisoner IDs) • U.S. Military Card or draft record • Military Dependent’s ID Card • Native American Tribal Document • School ID Card (all student levels) 	<p>Accept if it contains a photograph of the individual or has other personal identifying information relating to the individual such as name, date of birth, gender, height, eye color and address.</p>

Chart G: Other Documents Used to Establish Identity for Children Under Age 16 – If an individual has none of the preceding documents available, the documents listed below may be used if available. In addition, when no other documents are available, these documents may also be used for children aged 16-18 if still residing in the home.

Document	Explanation
<p>Clinic, Doctor or Hospital Records</p> <p>Examples: 'Footprint' document, immunization records, hospital bracelet with child's name (e.g., Baby Boy Baker), Crib card with child's name (e.g., Baby Girl Green).</p>	<p>Must include child's name and date of birth.</p>
<p>School records - including nursery school and daycare</p> <p>Examples: Report Cards, Transcripts, Admission Forms, Yearbooks or School Directories (Photo required), or evidence from KSCares of enrollment with a licensed or registered daycare provider due to past or current Child Care Subsidy eligibility.</p>	<p>Document must include:</p> <ul style="list-style-type: none"> • Child's name <p>NOTE: School records being used as verification must be verified with the issuing school.</p>
<p>Child Identification cards</p>	<p>Must be issued by law enforcement, school, or other government entity.</p>
<p>KS WebIZ</p>	<p>Statewide database that includes immunization records for all Kansas residents that may be used to verify identity only for children. If 'NO' to Vital Record is marked, WebIZ may only be used to establish identity.</p>

Chart H: Declaration of Identity – May be accepted as a last resort from a child or a disabled adult.

Document	Explanation
<p>Disabled Adult</p>	<p>P- 9 Declaration of Identity – Disabled Adult must be signed by a director or administrator of a residential facility where the individual resides.</p>
<p>Child</p>	<p>P-7 Declaration of Identity – Child must be signed by a parent, legal guardian, or caretaker relative. This will be permitted for a child up to the age of 18 when a photo ID is not available.</p>

Chart I: Multiple Documents – If an individual has none of the documents listed above as proof of identity, multiple documents may be allowed as proof of identity. Multiple documents can only be accepted as proof of identity when a second or third level of citizenship has been provided.

Document	Explanation
When none of the above items of identity is available, an individual may submit three (3) or more of the following documents	<p>Must include child’s name and date of birth.</p> <ul style="list-style-type: none"> • Employer identification cards • High school or college diplomas (includes GED) • Marriage certificates • Divorce decrees • Property Deeds/Titles

Chart J: Individuals Collectively Naturalized – The following individuals gained U.S. citizenship through Collective Naturalization. This is a process where a group of individuals are granted citizenship by treaty or by an act of Congress. Residents of the territories were collectively naturalized U.S. citizens.

<p>Puerto Rico</p> <p>The individual must meet either of these requirements:</p>	<p>Evidence of birth in Puerto Rico on or after 04-11-1899 and A statement of residence in the U.S., a U.S. possession, or Puerto Rico on 01-13-1941.</p>
	<p>Evidence the individual was Puerto Rican citizen and The individual’s statement that he or she was residing in Puerto Rico on 03-01-1917 and The individual’s statement that he or she did not take an oath of allegiance to Spain.</p>
<p>U.S. Virgin Islands</p> <p>The individual must meet one (1) of these requirements:</p>	<p>Evidence of birth in the U.S. Virgin Islands and a statement of residence in the U.S., a U.S. possession, or the U.S. Virgin Islands on 02-25-1927.</p>
	<p>Client statement indicating resident in the U.S. Virgin Islands as a Danish citizen on 01-17-1917 and a residence in the U.S., a U.S. possession, or the U.S. Virgin Islands on 02-25-1927 and that he or she did not make a declaration to maintain U.S. Danish citizenship.</p>
	<p>Evidence of birth in the U.S. Virgin Islands and the individual’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on 06-28-1932.</p>

Chart J: Individuals Collectively Naturalized continued.

<p>Northern Mariana Islands (NMI) formerly part of the Trust Territory of the Pacific Islands (TTPI)</p>	<p>Evidence of birth in NMI and TTPI citizenship and Residence in the NMI, the U.S. or a U.S. territory or possession on 11-04-1986 NMI local time.</p>
<p>The individual must meet one (1) of these requirements:</p>	<p>Evidence of TTPI citizenship and Continuous residence in the NMI since 11-03-1987 (NMI localtime) and Voter registration prior to 01-01-1975 and Client statement that he or she did not have allegiance to a foreign state on 11-04-1986.</p>
	<p>Evidence of continuous domicile in the NMI since before January 1, 1974 and Client statement that he or she did not owe allegiance to a foreign state on 11-04-1986 (NMI local time).</p>