



# Documentation of U.S. Citizenship and Identity

Federal law requires U.S. Citizens to document their citizenship and identity to qualify for AHCCCS Health Insurance.

## Who does this law affect?

- All AHCCCS and KidsCare applicants declaring U.S. citizenship.

## How does the law affect applicants?

- U.S. citizens applying for AHCCCS must document citizenship and identity during the application process. Applications will not be approved until all documentation is provided to AHCCCS or DES.
- AHCCCS/DES can help document citizenship for applicants born in Arizona

## Who is exempt from these requirements?

- AHCCCS members or applicants who are receiving the following benefits do not need to provide documentation of citizenship or identity: SSI Cash, Medicare, Social Security Disability Insurance (SSDI), Title IV-B or Title IV-E Foster Care or Title IV-E Adoption Subsidy.
- Non-citizens, including applicants or members requesting Federal Emergency Services (FES).

## Need help?

- For assistance call the local AHCCCS or KidsCare eligibility office or the main AHCCCS number listed below. AHCCCS members who receive health insurance through DES, should call the DES numbers below.

### AHCCCS [www.azahcccs.gov](http://www.azahcccs.gov):

Maricopa County, 602-417-7000 or Outside Maricopa County, 1-800-962-6690

### DES [www.azdes.gov](http://www.azdes.gov):

Maricopa County, 602-542-9935 or Outside Maricopa County, 1-800-352-8401

### KidsCare [www.azkidsicare.gov](http://www.azkidsicare.gov):

Maricopa County, 602-417-5437 or Outside Maricopa County, 1-877-764-5437

## Need help obtaining documentation?

### Birth Certificates (Born in Arizona):

- If an Arizona birth certificate is unavailable, AHCCCS and DES can help verify Arizona births with specific information from you.

### Naturalization Documents:

- Contact the U.S. Citizenship & Immigration Services (USCIS) at 1-800-375-5283 or [www.uscis.gov](http://www.uscis.gov)

### Birth Certificates (Born outside Arizona):

- Contact Vital Records in the state of birth.
- For state contact information go to <http://www.cdc.gov/nchs/w2w.htm>

All AHCCCS members and applicants declaring U.S. Citizenship must provide the most reliable documentation of citizenship and identity. Documents must be originals or certified copies of originals.

**Document your U.S. citizenship & identity with:**



List #1

- U.S. Passport
- U.S. Naturalization Certificate issued by USCIS\*
- Certificate of Citizenship issued by USCIS\*
- U.S. Passport Card
- 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 card or certificate of degree of Indian Blood)

**Document your U.S. citizenship:**

List #2

- U.S. Birth Certificate
- Certification or Report of Birth Abroad issued by USCIS\* or the Department 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 U.S. after 02/27/83 who have at least one natural or adoptive U.S. Citizen parent to automatically acquire U.S. citizenship (see eligibility specialist for criteria and documentation requirements)

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 & Seneca tribes only)
  - ✓ 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 (see eligibility specialist for details)



**Document your identity with:**

- Driver's License
- Certain government issued ID cards or documents with photo (if no photo, must include same identifying information as a driver's license) issued by federal, state or local government.
- U.S. Military ID, Dependent ID or U.S. Military Draft Record
- U.S. Coast Guard Merchant Mariner Card
- School ID with photo
- For minors (under age 16) the following may be used:
  - ✓ Day care or nursery school record
  - ✓ School records or report cards
  - ✓ Clinic, doctor or hospital records
  - ✓ Immunization records maintained by a clinic, doctor or hospital
  - ✓ Affidavit (also ages 16-18 in some situations—see eligibility specialist for details)
- Three or more supporting documents
  - Marriage license or other government document — can only be used if citizenship documentation was provided from List #2 or #3



\*USCIS = U.S. Citizenship & Immigration Services

This policy is subject to change based on information AHCCCS receives from the Federal government

