

Acceptable Identity and Citizenship Documents – 3 pages

PRIMARY DOCUMENTATION OF CITIZENSHIP AND IDENTITY

Primary evidence of citizenship and identity is documentary evidence of the highest reliability. Obtain primary evidence of citizenship and identity before using secondary evidence. Applicants or recipients born outside the U.S. who were not citizens at birth must submit a primary document as evidence of citizenship.

PRIMARY DOCUMENTS --verifies both citizenship and Identity	EXPLANATION
U.S. Passport	U.S. Passport does not have to be currently valid to be accepted, as long as it was originally issued without limitations. Do not accept any U.S. Passport as verification of citizenship if it was issued with limitations; it may, however, be used as proof of identity. Through 1980, spouses and children were sometimes included on one passport. Citizenship and identity of all included persons can be established.
Certificate of Naturalization (Form N-550 or N-570)	Issued by Department of Homeland Security (via USCIS)
Certificate of Citizenship (Form N-560 or N-561)	Issued by Department of Homeland Security (via USCIS) for individuals who derive citizenship through a parent
* Tribal Documents	Issued by federally recognized Indian Tribe evidencing membership, enrollment in, or affiliation with such Tribe. Document must identify the federally recognized Indian Tribe that issued it, identify the individual by name and confirm the individual's membership, enrollment in or affiliation with the Tribe. Examples include, but are not limited to: enrollment/membership card, certificate of degree of Indian blood issued by BIA, Tribal census document or document issued by the Tribe indicating the individual's affiliation with the Tribe.

SECONDARY DOCUMENTATION OF CITIZENSHIP ONLY

Secondary documents can be used when primary evidence of citizenship is not available. Applicants or recipients born outside the U.S. must submit a primary document as evidence of citizenship. **Additional documentation is required to prove identity.**

SECONDARY DOCUMENTS -- verifies citizenship only	EXPLANATION
A U.S. public birth record showing birth in: * Any 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 (if born on or after January 17, 1917) * Northern Mariana Islands (if born after November 4, 1986) * Guam (if born on or after April 10, 1899)	The document must be issued by the State, territory or local jurisdiction and have been issued before the person turned five years old. If the birth record document was amended after the individual was age five, it is considered fourth level evidence of citizenship.

SECONDARY DOCUMENTS -- verifies citizenship only	EXPLANATION
SECONDARY DOCUMENTS -- verifies citizenship only – continued	EXPLANATION - continued
Certification of Report of Birth Abroad (Form DS-1350)	Issued by Department of State (Washington D.C.) to citizens born outside the U.S. who acquired citizenship at birth
Consular Report of Birth Abroad of a Citizen of the United States of American (Form FS-240)	Issued by Department of State consular office. Children born outside the U.S. to U.S. military personnel usually have this documentation
Certification of Birth Abroad (Form FS-545)	Issued by Department of State consulate prior to November 1, 1990.
United States Citizen Identification Card (I-197) or prior version (I-179)	The former INS issued I-179 from 1960 until 1973. I-197 issued from 1973 until April 7, 1983. Neither form is currently issued, but both are still valid evidence of citizenship.
American Indian Card (I-872)	Must be issued by Department of Homeland Security and have classification of 'KIC" – Texas Band of Kickapoo's living near the U.S./Mexican boarder
Northern Mariana Card (I-873)	The former INS issued I-873 to collectively naturalized U.S. citizens born in the Northern Mariana Islands before November 4, 1986. The card is no longer issued, but is still valid evidence of citizenship
Final Adoption Decree	Decree must show the child's name and a U.S. place of birth. If adoption is not finalized and child's birth state will not release a birth certificate prior to final adoption, a statement from a state approved adoption agency that shows the child's name and U.S. place of birth is acceptable. Adoption agency must state that the source of birth place information is from the child's original birth certificate.
Evidence of U.S. Government Civil Service Employment	Must show employment by the U.S. government prior to June 1, 1976.
Official Military Record of Service	Document must show a U.S. place of birth. Can use a DD-214 or similar official document showing a U.S. place of birth.
Child. Citizenship Act of 2000	Evidence of meeting automatic criteria of U.S. citizenship as outlined in this Act.

THIRD LEVEL DOCUMENTATION OF CITIZENSHIP ONLY

Third level documents can be used when primary or secondary evidence of citizenship is not available. Additional documentation is required to prove identity. Third level evidence is generally a non-government document showing a U.S. place of birth. The place of birth on the non-government document and the application must agree.

THIRD LEVEL DOCUMENTS -- verifies citizenship only	EXPLANATION
Extract of hospital record on hospital letterhead.	Must be established at time of person's birth and be created at least five years before initial application date and indicate a U.S. place of birth. For children under age 16, the document must have been created near the time of birth OR five years before the application. DO NOT ACCEPT SOUVENIR BIRTH CERTIFICATE ISSUED BY THE HOSPITAL. All hospital-issued birth certificates are considered to be souvenirs.
Life, health or other insurance record	Must show a U.S. place of birth and have been created at least five years before the initial application date.
Religious Records	Must be recorded in the U.S. within three months of birth and show a U.S. place of birth. Must show either the date or individual's age at the time the record was made. The record must be 'official' and recorded with the religious organization. (Entries in a family bible are NOT considered religious records)
Early School Records	Must show a U.S. place of birth. The record must also show the child's name, date of admission to the school, date of birth, and the name(s) and place(s) of birth of the child's parents.