

**ADHS/DBHS PM ATTACHMENT 3.27.1**  
**DOCUMENTS ACCEPTED BY AHCCCS TO VERIFY CITIZENSHIP AND IDENTITY**

**Documents that can be used to verify both U.S. Citizenship & Identity**

**List 1**

- U.S. Passport
- U.S. Passport Card
- U.S. Naturalization Certificate issued by U.S. Citizenship & Immigration Services (USCIS)
- Certificate of citizenship issued by USCIS
- 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 or certification of degree of Indian Blood)

**Documents that can be used to verify U.S. Citizenship only**

**List 2**

- U.S. Birth Certificate
- Certification or Report of Birth Abroad issued by USCIS or the Dept 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 US after 2/27/83 who have at least one natural or adoptive U.S. Citizen parent to automatically acquire U.S. citizenship (contact DES or AHCCCS eligibility specialist for details)

**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 and Seneca tribes only)

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- 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 (contact DES or AHCCCS eligibility specialist for details)

**Documents that can be used to verify Identity only**

Acceptable identity documents (current or expired) used to prove U.S. citizenship includes any of the following (known as first level reliability documents):

- A state photo driver's license
- A school issued photo ID card
- U.S. Military ID card (active, reserve and retired)
- U.S. Military draft record
- U.S. Military dependent ID card
- U.S. Coast Guard Merchant Mariner Card

For Minors (under age 16) the following may be used

- School record or report card
- Daycare or nursery school record
- Clinic, doctor, or hospital record
- Immunization records
- American Indian tribal documents with photo
- Written affidavit (contact DES or AHCCCS eligibility specialist for details)

Three or more supporting documents to verify the identity of a person, including but not limited to the following which can only be used if citizenship documentation was provided from List 2 or List 3.

- Marriage license
- Other government document

Documents provided by the person for verification must be an original or a certified copy from the issuing agency. Only the following copies are acceptable:

- Copies turned in or faxed from an agency that accepts applications for AHCCCS. The copy must be documented as follows:
  - "copy of original" or "copy of certified"
  - Name of agency making the copy
  - Printed name of staff person viewing the original or certified document and making the copy
  - Date the staff person made and signed the copy

**Where to get a birth certificate:**

For a person born in Arizona – use the Vital Records request form located on the Health-e-Arizona website or online at: [http://pub.azdhs.gov/ovrmanuals/Birth\\_App.pdf](http://pub.azdhs.gov/ovrmanuals/Birth_App.pdf)

For a person born outside of Arizona, contact vital records in the state or territory of birth. For state contact information go to <http://www.cdc.gov/nchs/w2w.htm>