

**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
- Enhanced Drivers Licenses (issued in Michigan, New York, Vermont, and Washington)
- 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. public birth record
- Arizona Vital Statistics Web Based Birth Records for individuals born in Arizona in 1950 or later (obtained only by AHCCCS staff)
- Certificate of Birth Abroad (FS-545 or DS #1350) or Report of Birth Abroad (FS-240) issued by the Department of State
- U.S. Citizen ID card issued by USCIS (I-197)
- American Indian card issued by USCIS for the Kickapoo tribe (I-872), with classification code KIC
- 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
- Evidence of birth in the Republic of Panama, Puerto Rico (or citizenship), the U.S. Virgin Islands (or residence), the Trust Territory of the Pacific Islands (TTPI) citizenship, or continuous residency in the Northern Mariana Islands
- 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)
- Marriage to a U.S. citizen (female married to a U.S. citizen before September 22, 1922) SAVE to prove naturalization (obtained only by AHCCCS staff)

**List 3**

Either of the following documents created at least 5 years before the initial AHCCCS application:

- Extract of U.S. hospital record of birth on hospital letterhead
- 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

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**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)
  - 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

**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 WTPY if WTPY indicates that the social security number is verified (must not be expired)
- A state photo driver's license
- A school issued photo ID card
- U.S. Military ID card (active, reserve and retired) or draft record U.S. Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- ID card issued by federal, state, or local government agencies
- Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document with a photograph
- Court documents for children in foster care
- A cross-match with a Federal or State governmental, public assistance, law enforcement, or corrections agency's data system
- Three or more corroborating documents such as, but not limited to: employee ID cards, high school and college diplomas, marriage licenses, divorce decrees, and property/deed titles

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

- School record or report card
- Daycare or nursery school record
- Clinic, doctor, hospital, or immunization record

When no other document is available, Affidavit Attesting identity (DE-178) can be used for:

- Children under 16, or
- Children aged 16 to 18, when school identification cards or driver's licenses are not available where the child is unable to attend school or get a driver's license due to disability, or
- Incapacitated adults, or
- Disabled individuals in institutional care facilities

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:

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- 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: See the Arizona Department of Health Services, [Office of Vital Statistics website](#) for directions on how to obtain a birth certificate in person or by mail.

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>