

Process for Verifying Original or Certified Copies of Citizenship and Identity Documents

Which staff can view and verify original or certified copies of citizenship and identity documents?

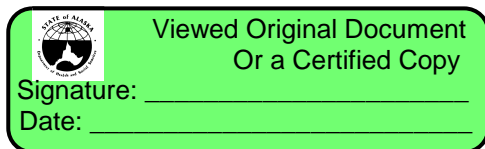
Staff participating in the quarterly time studies under the signed Tribal Medicaid Administrative Claiming Outreach and Linkage agreement with the Division of Health Care Services may verify that they have seen an original document or a certified copy from the issuing agency of the citizenship and identity document(s). This is a Medicaid Administrative Claiming activity documented on the time study form under Code A, Eligibility.

What is the process for viewing and verifying documents?

Medicaid and Denali KidCare applicants who do not want to send originals or certified copies of their documents through the mail may present an original or certified copy of citizenship and identity documents to participating staff for verification, copying and mailing..

DPA will provide labels that participating staff can attach to copies and validate with their signature. If an applicant wants to have their original or certified copies verified by participating staff, the following steps must be taken:

- The applicant must show their original or certified copy of the identity and citizenship document.
- After viewing the original or certified copy and making a photocopy, attach a green label in the upper right hand corner on the copy.
- Sign the label, write then name of the Tribal health organization beside your signature, and enter the date the original or certified copy was viewed.



- In the event a green label is not available, participating staff may also make a note on the top right hand corner of the copy that they have seen the original or a certified copy, sign and date the notation, and write the name of the Tribal health organization beside the signature. The note may be similar to wording in the sample label shown above.
- Mail the verified citizenship and identity copy along with other required documents and the application to the nearest DPA office, Denali KidCare office in Anchorage, or specific caseworker, if known.

Additional information about citizenship and identity documentation:

Verification of citizenship and identity must be obtained from original documents or certified copies from the issuing agency. Uncertified copies, including notarized copies are not acceptable. Although some documents contain a statement, "DO NOT COPY", participating staff may copy these documents for the official purpose of establishing Medicaid eligibility. Additional information on determining if a birth certificate is an original or certified copy is noted on page 3.

The following table lists the allowable documentation for verifying U.S. citizenship and identity. If an applicant does not have any of the documents listed, he or she may still apply for Medicaid or Denali KidCare and send the application to the nearest DPA office or Denali KidCare office in Anchorage. Public Assistance staff may be able to assist the applicant in obtaining other types of acceptable documentation.

Acceptable Documents for Both Proof of Citizenship and Identity

- U.S. Passport
- U.S. Naturalization Certificate (Forms N-550 or N-570)
- Certificate of Citizenship (Forms N-560 or N-561)

If applicants do not have any of the documents listed above, the following documents may be used to prove U.S. Citizenship and identity. Applicants will need to provide one item from each column as listed below:

Acceptable Documents for Proof of Citizenship	Acceptable Documents for Proof of Identity
<ul style="list-style-type: none"> • U.S. Birth Certificate • Certification of Report of Birth (Forms FS-545 or DS-1350) • Report of Birth Abroad of a U.S. Citizen (Form FS-240) • U.S. Citizen ID Card (Forms I-179 or I-197) • American Indian Card (I-872) issued by the Department of Homeland Security with the classification code "KIC" • Final adoption decree • Evidence of U.S. Civil Service employment before June 1, 1976 • U.S. Military Record showing a U.S. place of birth, such as a DD-214, or similar official document that shows a U.S. place of birth • Extract of hospital record of birth on hospital letterhead • Medical (clinic, doctor, or hospital) record created at least 5 years before the initial application date that indicates a U.S. place of birth. • Institutional admission papers from a nursing home, skilled care facility, or other institution that were created at least 5 years before the initial application date that indicates a U.S. place of birth. 	<ul style="list-style-type: none"> • U.S. Driver's license with photo • Identification card issued by the federal, state, or local government • Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native Tribal document with a photograph • School identification card with a photograph of the individual • U.S. military card or draft record • Military dependent's identification card • U.S. Coast Guard Merchant Mariner card • Three or more corroborating documents such as tax statements, high school diplomas, and marriage certificates • For children under age 16: <ul style="list-style-type: none"> ✓ Application for Medicaid signed under penalty or perjury by a parent of guardian may be accepted as proof. ✓ A school record, school ID, or report card ✓ A day-care or nursery school record

Determining if a Birth Certificate is an Original or Certified Copy

The following information will further assist staff in determining if a birth certificate is an original or certified copy:

1. Only parents or the child may request and receive birth certificates.
2. Anyone may purchase a gift certificate from Vital Statistics for an heirloom birth certificate; however, the birth certificate will be sent or released only to the parent or the child shown on the birth certificate.
3. The heirloom certificate is a legal document according to Alaska Statute, and is a certified copy if there is a gold embossed/raised seal that can be on either side of the certificate. The state official signatures will be original. The heirloom may be accepted as an original certified copy. Click on the following links to view current designs of Alaska Heirloom Birth Certificate:

- http://www.hss.state.ak.us/dph/bvs/heirloom_birth/lg_birth_VanZyle.htm
- http://www.hss.state.ak.us/dph/bvs/heirloom_birth/lg_birth_munoz.htm

Pictures of the heirloom certificates are also attached to this document.

4. The standard birth certificate:
 - a. Has a blue border around the document. The document within the border has blue shading in the middle and pink shading around the edges.
 - b. Has the State of Alaska outline that appears as a watermark on the document.
 - c. Feels almost like very fine sand paper if a person gently rubs their finger along the edge of the certificate along the blue border
 - d. Has a state seal that is embossed and feels rough or raised to the touch on the bottom left hand corner of the document if a person is viewing an original or certified copy.
 - e. Has a nine digit number in red ink that is located above the seal
 - f. Has the Registrar's signature, Phillip Mitchell (current Registrar), or one of the former Registrar's signatures on the document
 - g. Has visible colored threads showing on the document (especially on the back), similar to a dollar bill.
 - h. Will show the following:
 - Name of person whose birth has been reported
 - Date of birth
 - The child's sex
 - Place of birth
 - The date filed
 - The date of issue
 - Name(s) of parent(s)
 - A state file number

Sometime before May 31, 2008, or shortly thereafter, Vital Statistics will begin to use new security paper and you may notice several changes to the original Alaskan birth certificate or to a certified copy. All previously issued birth certificates will still be valid. The new security paper will have:

- a. The seal of the state registrar that is embossed and feels rough or raised to the touch on the bottom right hand corner of the document if a person is viewing an original or certified copy; and
- b. Has a nine digit number in red ink that is located to the right of the state seal.

Pictures of Heirloom Certificates

