



New Citizenship Documentation Requirements

New!

Due to a change in Federal law, effective July 1, 2006, MassHealth now requires individuals who state they are U.S. citizens or nationals to provide acceptable documentation of their citizenship and identity when first applying for MassHealth or upon MassHealth redetermination.

- ✓ **Verification of citizenship and identity is a one-time activity.** Members who have verified citizenship and identity satisfactorily will not be asked to do so again.
- ✓ **The new Federal Law does not include changes for documented immigrants,** who must continue to provide proof of their status when they apply for MassHealth.
- ✓ **MassHealth will use electronic data matching to the greatest extent possible and allowable** to assist members with fulfilling this new requirement.

Timeframes:

- ⇒ **Applicants:** MassHealth coverage will not begin until all necessary documentation, including proof of citizenship and identity, are submitted within the necessary timeframes. MassHealth will inform applicants when documents are due - either 60 or 30 days, depending on coverage type.
 - **Time-limited presumptive coverage for pregnant women and children will not be delayed** pending documentation of citizenship and identity, but this documentation must still be submitted within 60 days of application in order for MassHealth benefits to continue.
- ⇒ **Current members:** MassHealth requires a redetermination of eligibility at least once each year. When a member's redetermination is due, the member will be notified that they have either 60 or 30 days, depending on coverage type, to provide documentation of citizenship and identity. These timeframes may be extended if the member indicates to MassHealth that he or she is making a good faith effort to submit the documentation.

Phone Numbers for Assistance in Obtaining Necessary Documentation:

- ⇒ **To receive or renew a Passport:** National Passport Information Center, U.S. Department of State: 1-877-487-2778
- ⇒ **For Certificate of Naturalization or Certificate of U.S. Citizenship:** U.S. Department of Homeland Security: 1-800-375-5283 / TTY 1-800-767-1833
- ⇒ **For Massachusetts Birth Certificates:** Registry of Vital Records and Statistics, Massachusetts Department of Public Health: 150 Mount Vernon Street, 1st Floor, Dorchester, MA 02125-3105, 617-740-2600
- ⇒ **For a Massachusetts Driver's License or Massachusetts ID card:** Massachusetts Registry of Motor Vehicles: 617-351-4500 / TTY 617-536-7534 or 1-877-768-8833
- ⇒ **General questions:** MassHealth Customer Service: 1-800-841-2900 / TTY 1-800-497-4648

Please see next page for acceptable documentation to verify citizenship and identity.



U.S. Citizenship/National Status and Identity Requirements for MassHealth

effective 7/1/06 from the Federal Deficit Reduction Act of 2005

Proof of both U.S. Citizenship/National Status and Identity

The following **First-Level Documents** may be accepted as proof of **BOTH U.S. citizenship/national status AND identity**. (No other documentation is required.) Individuals born outside the U.S. who were not U.S. citizens at birth must submit first-level documentation.

1. **a U.S. passport**; or
2. **a Certificate of Naturalization (DHS Form N-550 or N-570)**; or
3. **a Certificate of U.S. Citizenship (DHS Form N-560 or N-561)**.

OR

Proof of U.S. Citizenship Only (Submit documentation from the highest level possible!)

PLUS

Proof of Identity Only

The following **Second-Level Documents** may be accepted as proof of U.S. citizenship only.

- A U.S. public record of birth (including the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam (on or after April 10, 1899), the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (after November 4, 1986))
- A Report of Birth Abroad of a U.S. Citizen (Form FS-545, Form FS-240, or Form DS-1350)
- A U.S. Citizen ID card (INS Form I-197 or I-179)
- An American Indian Card (I-872 with the classification code KIC) issued by the Department of Homeland Security (DHS) to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border
- Final adoption decree showing the child's name and U.S. place of birth
- Evidence of U.S. civil service employment before June 1, 1976
- An official military record showing a U.S. place of birth
- A Northern Mariana Identification Card (I-873) issued by the INS to a collectively naturalized citizen of the United States who was born in the Northern Mariana Islands before November 4, 1986

The following **Third-Level Documents** may be accepted as proof of U.S. citizenship only.

- Extract of U.S. hospital record of birth on hospital letterhead that was created at least 5 years before the initial application date. Do not accept a souvenir birth certificate.
- Life, health, or other insurance record showing a U.S. place of birth that was created at least 5 years before the initial application date

The following **Fourth-Level Documents** may be accepted as proof of U.S. citizenship only.

- Federal or state census record showing U.S. citizenship or a U.S. place of birth and person's age
- Admission papers, indicating a U.S. place of birth, from a nursing home or other institution that were created at least 5 years before the initial application date
- Medical (clinic, doctor, or hospital) record indicating a U.S. place of birth that was created at least 5 years before the initial application date, unless the application is for a child under age 5
- Other documents created at least 5 years before the initial application for MassHealth: American Indian tribal census records, U.S. State Vital Statistics official notification of birth registration, an amended U.S. public birth record that was amended more than 5 years after the person's birth, or a statement from a physician/midwife who was in attendance at the birth
- Written affidavit*

The following documents may be accepted as proof of identity only.

1. A current state driver's license containing the individual's photo or other identifying information
2. A government-issued identity card containing the individual's photo or other identifying information
3. Certificate of Indian Blood or other U.S. tribal document with photo or other identifying information
4. U.S. military card or draft record
5. School identity card with photo
6. Military dependent's identity card
7. U.S. Coast Guard Merchant Mariner card
8. For children aged 16 and under: school or military photo IDs, a school record showing date and place of birth and parent name, a clinic, doctor, or hospital record showing date of birth, a day-care or nursery school record showing the date and place of birth, or a parental or guardian affidavit attesting to the child's date and place of birth (cannot be used if an affidavit for citizenship was provided)

***Affidavits (written statements) should be used only in rare circumstances when the applicant or member is unable to provide evidence of U.S. citizenship/national status from any other source listed.** Two affidavits must be submitted. One of the two affidavits must be from an individual who is **not** related to the applicant or member. Each individual providing an affidavit must have personal knowledge of the event(s) establishing the applicant's or member's claim of U.S. citizenship/national status; for example, the date and place of the applicant's birth in the United States. The individuals providing the affidavits must also provide proof of both their own U.S. citizenship/national status and identity for the affidavit to be accepted. If these individuals also know why documentary evidence of the applicant's or member's claim of U.S. citizenship/national status cannot be provided, this should be included in the affidavit; otherwise, the applicant or member must provide a separate affidavit explaining why.