



# FPEP CITIZENSHIP AND IDENTITY DOCUMENT CHECKLIST



## TIER 1 -- PROOF OF CITIZENSHIP AND IDENTITY -- one document only

- |  |   |
|--|---|
| <input type="checkbox"/> Current U.S. passport or passport card            | <input type="checkbox"/> Certificate of United States Citizenship (Form N-560 or N-561) |
| <input type="checkbox"/> Expired U.S. passport (issued without limitation) | <input type="checkbox"/> Certificate of Naturalization (Form N-550 or N-570)            |

**\*\*\* If no Tier 1 document is available, collect one citizenship document AND one identity document \*\*\***

### One PROOF OF CITIZENSHIP Document

Documents must be from highest tier possible and show date and U.S. place of birth  
Documents must be certified originals or official agency-certified copies

### TIER 2

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|--|--|
| <input type="checkbox"/> Birth Certificate (recorded before age 5) in U.S. or territories (PR, VI, Samoa, Guam, NMI, TTPI, Swain's Island) | <input type="checkbox"/> Certification of Report of Birth / Certificate of Birth Abroad (Form FS 1350 or FS-545) |
| <input type="checkbox"/> Report of Birth Abroad of a Citizen of the U.S. (Form FS-240)   | <input type="checkbox"/> U.S. Citizen Identification Card (Form I-197 or Form I-179)                             |
| <input type="checkbox"/> Northern Marianas Card (Form I-873)   | <input type="checkbox"/> Military record showing U.S. place of birth (Form DD_214)                               |
| <input type="checkbox"/> American Indian Card (Form I-872, with classification KIC and citizenship testimonial)                            | <input type="checkbox"/> Final adoption decree showing child's name and U.S. place of birth                      |
| <input type="checkbox"/> Evidence of civil service employment by the U.S. government before June 1, 1976                                   |  |

### TIER 3 – Document must have been created at least 5 years before date of FPEP application

- Official hospital record established near the time of person's birth or extract of record on official letterhead — do not accept hospital souvenir "birth certificates"
- Life or health insurance record established within 5 years of application date for an adult and soon after birth for a minor showing biographical information
- Official religious record made within 3 months of person's birth - must show U.S. place of birth and include DOB or person's age at time record was made (e.g. baptismal certificate)
- Early school record – must show person's name, date of admission, DOB or person's age at time record was made, U.S. place of birth, and parent(s) names(s) and places of birth

### TIER 4 – Document must have been created at least 5 years before date of FPEP application

- Federal or State Census Record (U.S. Census Form BC-600) showing age
- Delayed U.S. public birth record that was recorded more than 5 years after person's birth
- U.S. State Vital Statistics official notification of birth registration
- Admission papers from a nursing home, skilled care facility or other institution showing biographical information and U.S. place of birth – created 5 years before date of FPEP application
- Statement signed by a physician or midwife in attendance at time of birth
- Medical (clinic, doctor, hospital) record showing biographical information and U.S. place of birth (not an Immunization Record)
- Seneca Indian census record       BIA Navaho census record       Roll of Alaska Natives (1971)

Homeless, mentally impaired, or amnesiac clients who cannot provide any of the above documents need BOTH these affidavits:

- Affidavit by the client or other knowledgeable party explaining why the documentary evidence cannot readily be attained
- Affidavits from at least two individuals (one not related to client) who have personal knowledge of the event(s) establishing U.S. citizenship, explaining why documents are not available. The two individuals must have proven their own citizenship and identity.

(Affidavit form at: <http://oregon.gov/DHS/ph/fp/docs/providers/draffidavit.pdf>)

### One PROOF OF IDENTITY Document

With photo or physical description

- State driver's license with photo or identifying information
- Federal, state, or local ID card with the same information as a driver's license
- School ID card with photograph
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal documents / Certificate of degree of Indian Blood

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With Tier 2 or 3 citizenship documents only, any THREE of the following:

- Employer ID card
- Accredited high school or college diploma
- Marriage Certificate
- Divorce Decree
- Property title or deed

Documents must corroborate one another

For children under 16 who cannot produce any of the documents listed above, one of:

- Daycare, school, clinic, doctor, or hospital record showing date and place of U.S. birth
- Affidavit signed by child's parent, guardian, or caretaker relative attesting to child's identity (may NOT be used if affidavit was provided for proof of citizenship)