

### 18.3 IMMIGRATION DOCUMENTS

#### A. INTRODUCTION

Identifying an alien's immigration status to determine eligibility for federal programs requires knowledge of immigration documents. This information is required to determine the person's status and then match that information to alien eligibility guidelines. See Section 18.4.

Immigration documents should include a reference to the individual's alien number as most aliens are given an "alien" ("A") number by the INS. This number, along with the person's name and date of birth, is used to obtain the alien's immigration status,

Aliens age 18 years or older must have immigration documentation in their possession at all times. Aliens without documentation should be referred to the local INS office located in Pittsburgh, Pennsylvania to request replacement documentation.

#### B. EXAMINING INS DOCUMENTS

All alien applicants for benefits must present original documentation of alien registration. A copy of the documentation must be kept in the case record. These documents should show the A-Number of the alien, except for Form I-94 which does not always include an A-Number. Some forms, as noted, have expiration dates. These dates should be checked during initial viewing of the documentation.

**NOTE:** An \* indicates documentation for qualified aliens.

##### 1. Sources Of Verification Of Alien Status

Immigration documentation includes, but is not limited to, the following forms:

I-94*	Arrival/Departure Record (Expires, does not always contain A-Number)
I-134	Affidavit of Support (not valid on December 19, 1997)
I-185	Canadian Border Crossing Card
I-186	Mexican Border Crossing Card (limited to area can travel)
I-179*	U.S. Citizen I.D. Card (last issued February 1974)
I-197*	U.S. Citizen I.D. Card (issued until April 7, 1983)

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I-210	Voluntary Departure
I-221S	Order to Show Cause
I-327	Reentry Permit (expires)
I-444	Mexican Border Visitors Permit, limited to states they may visit
I-512	Parole Authorization
I-551*	Resident Alien Card commonly known as "green card"
I-551*	Unexpired Temporary Stamp in Foreign Passport (or on INS form 1-94)
I-571*	Refugee Travel Document (expires)
I-580	Mexican Border Crossing Card, limited to area they may travel
I-688	Temporary Resident Card (expires)
I-688A	Employment Authorization for Legalization Applicants (expires)
I-688B*	Employment Authorization Document (EAD) (expires)
I-766*	Employment Authorization Document
I-797	Family Unity Approval Notice
I-864*	New Affidavit of Support (effective December 19, 1997)
N-550*	Certificate of Naturalization
N-560*	Certificate of Citizenship
N-561*	Certificate of Citizenship
N-570*	Certificate of Naturalization
-----	Decision Granting Asylum
-----*	Order Granting Suspension of Deportation

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- a. Samples for most of these documents with background information and coding keys for documents I-94, I-551, I-151, and I-688B are found in Appendix A.
  - b. Some INS documentation does not contain a photograph of the bearer. When such documentation is presented, the Worker should ask for an additional identification document that includes a photograph, such as a driver's license or an employee's badge.
2. Methods Of Documenting United States Citizenship

The following are methods for documentation of United States citizenship of applicants when their alien status is questionable.

**NOTE:** See Section 4.3 for additional information regarding the requirements for documentary evidence of citizenship and identity for Medicaid.

- Birth certificate
- Religious document such as a baptismal record, recorded within 3 months of age showing that the ceremony took place in the U.S. or its territories. The document must show either the date of birth or the individuals age at the time the record was made.
- United States passport not limited passports, which are issued for periods of less than 5 years are not acceptable
- Report of Birth Abroad of a Citizen of the U.S. (Form FS-240)
- Form FS-545, Certificate of Birth
- I-197, U.S. Citizen I.D. Card
- N-550 or N-0570, Naturalization Certificate
- N-560 or N-561, Certificate of Citizenship
- Northern Mariana Identification Card issued by INS to a collectively naturalized citizen of the United States who was born in the Mariana Islands before November 3, 1996
- Current hospital record of birth in one of the 50 States, the District of Columbia, Puerto Rico, on or after January 13, 1941; Guam, on or after April 10, 1899; the United States Virgin Islands, on or after January 17, 1917; American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in such a jurisdiction.