



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #09-36-OPE

BLANK NEW YORK CITY BIRTH CERTIFICATE FORMS MISSING

<p>Date: April 1, 2009</p>	<p>Subtopic(s): Alert</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to alert staff at all Job Centers and Non Cash Assistance Food Stamp Centers that on or around March 12, 2009, fifty blank New York City birth certificate forms were discovered missing.</p> <p>The certificates bear the title “The City of New York Certification of Birth,” and are marked with serial numbers M00275529 through M00275578. Their finished size, with perforations removed, is 6 x 7 inches.</p> <p>Any New York City Certifications of Birth with the above serial numbers must be considered fraudulent. Upon receiving one of these fraudulent birth certificates, the Worker must take the birth certificate to the Center Director/Manager while the applicant/participant is waiting at the Center. The Worker must not alert the applicant/participant to the discovery of the fraudulent document. The Center Director/Manager must contact the Investigation, Revenue and Enforcement Administration (IREA)/Bureau of Fraud Investigation (BFI) at (212) 274-5611, and say that the call is in reference to the fraudulent birth certificates. BFI will investigate the matter and immediately respond to the location.</p> <p>BFI will also direct any inquiries or information about these certificates to the Registrar at the Bureau of Vital Statistics.</p> <p><i>Effective Immediately</i></p> <p>Related Item: Fax Flash 09/10: Blank NYC Birth Certificate Forms Missing</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center*