



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-68-ELI

PUERTO RICAN BIRTH CERTIFICATES

Date: June 29, 2010	Subtopic(s): Identity, Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p>Effective July 1, 2010 Puerto Rico will begin issuing new birth certificates.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that Puerto Rican birth certificates have been stolen and sold on the black market. These birth certificates have been used to gain illegal entry into the U.S. and to obtain licenses and other government and private sector documentation and benefits.</p> <p>Effective September 30, 2010, all Puerto Rican birth certificates issued before that date by the Puerto Rico Health Department, through its Vital Statistics Record Office, will be invalid as the result of a new law enacted by the government of Puerto Rico. On July 1, 2010, the Vital Statistics Record Office will begin issuing new birth certificates with state-of-the-art technology to limit the possibility of document forgery.</p> <p>There is a \$5.00 fee to obtain a new valid birth certificate. However, the \$5.00 fee is waived for individuals over 60 and for veterans of the U.S. Armed Forces.</p> <p>All new applicants for Cash Assistance (CA) and/or NCA FS who were born in Puerto Rico must have one of the following documents to prove their U.S. citizenship:</p> <ul style="list-style-type: none"> • Birth certificate issued on or after July 1, 2010; • Valid U.S. Passport; • Valid U.S. Passport Card; • Valid enhanced NYS Drivers License; • Hospital Records showing birth in Puerto Rico; or • U.S. Military Service Records.

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 Fax* or fax to: (917) 639-0298

Individuals born in Puerto Rico who are currently receiving CA and/or FS do not have to obtain a new birth certificate or provide alternate proof of U.S. citizenship for continuing eligibility. However, previous participants re-applying on or after September 30, 2010, will need a new Puerto Rican birth certificate or one of the alternate documents listed.

If the Job Center/NCA FS Center is unable to verify CA/FS category and eligibility factors from alternate documents or sources, including previous case notes, a new Puerto Rican birth certificate or appropriate alternate source of verification must be pursued.

Birth certificates may be used to verify the following CA eligibility factors:

- Identity;
- Age;
- Relationship; and
- Household Composition.

Birth certificates may be used to verify the following NCA FS eligibility factors:

- Identity;
- Age;
- Citizenship; and
- Relationship to other household members.

Individuals who need to obtain a new Puerto Rican birth certificate can request one as follows:

Online

Go to www.pr.gov and then click the Certificado de Nacimiento button. Follow the instructions on the screen.

Note: Puerto Rican government Web sites are in Spanish but there is an English version of the instructions for applying online for a new birth certificate.

Mail-in Applications

Puerto Rican birth certificate applications forms are available in Spanish at:

<http://www.prfaa.com/certificadosdenacimiento/>

Birth certificate applications forms are available in English at:

www.prfaa.com/birthcertificates/

After an applicant completes and signs the application form, he/she needs to follow these steps:

1. Mail the completed and signed application to:

Puerto Rico Vital Statistic Record Office
(Registro Demográfico)
P.O. Box 11854
San Juan, PR 009010

2. Include a photocopy of a valid government-issued photo identification document. A passport or drivers license may be used; all other forms of government issued ID will be subject to approval.
3. Include a \$5.00 Money Order payable to the Secretary of the Treasury of Puerto Rico.
4. Include a self-addressed and postage paid envelope.

Puerto Ricans are U.S. citizens and, when necessary, the Human Resources Administration (HRA) will assist Puerto Rican applicants applying on or after September 30, 2010, to establish US citizenship by requesting that the Request for Birth or Death Verification from Agencies Outside New York City (**W-680**) be certified by the Puerto Rico Vital Statistic Record Office.

The process outlined in [PB #07-20-ELI](#) should be followed when requesting out-of-state birth certificates.

Food Stamp Implications:

Since Puerto Ricans are US citizens, verification of an individual's citizenship status is not required unless questionable (i.e., documentation provided appears forged or is illegible). Workers must accept any reasonable documentary evidence provided by the household. Voided birth certificates may not be used to verify identity, citizenship, or relationship. However, they may be used to verify age if no other documentation is available.

References:

GIS #10 TA/DC016
USDA Letter dated June 21, 2010
18 NYCRR 351.5 (a)

Related Items:

[PB #07-20-ELI](#)

Effective July 1, 2010