



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-77-ELI (This Policy Bulletin Replaces PB #10-68-ELI)

### PUERTO RICAN BIRTH CERTIFICATES

<p><b>Date:</b> July 28, 2010</p>	<p><b>Subtopic(s):</b> Identity, Eligibility</p>
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>Effective July 1, 2010, Puerto Rico began issuing new birth certificates.</p>	<p><b>Revision to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to expand on the list of acceptable documentation to prove U.S. citizenship and identity and to separate the instructions for Job and NCA FS Centers.</p> <p><b>Purpose:</b></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 July 1, 2010, 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 began 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>

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

### **Online**

Go to [www.pr.gov](http://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/](http://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 00910

2. Include a photocopy of a valid government-issued photo identification document. A passport or driver's 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.

## Job Centers

### New Applicants

All new applicants for CA who were born in Puerto Rico must have one of the following documents to prove their U.S. citizenship and identity:

Proof of US citizenship and identity.

See **LDSS-3666** for a complete list of acceptable documentation.

Used to prove identity only, cannot be used → for proof of citizenship.

A separate FS determination is required if a CA/FS household member fails to verify his/her citizenship.

- New secure birth certificate issued by the Puerto Rican Vital Statistics Office on or after July 1, 2010;
- Valid U.S. Passport;
- Valid U.S. Passport Card;
- Valid enhanced NYS Drivers License;
- Valid Enhanced NYS Non-Driver's Photo ID Card;
- Hospital Records showing birth in Puerto Rico;
- U.S. Military Service Records;
- Birth certificates showing birth in Puerto Rico issued prior to July 1, 2010. (*This form of documentation will no longer be acceptable after September 30, 2010.*); or
- Statement from another person (Used to prove *identity* only. It cannot be used to prove citizenship.)

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

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

## NCA FS Centers

Applicants for FS only, who are U.S. citizens do not have to verify their citizenship but do have to verify their identity. Identity verification is not limited to the documents listed above. Any document that reasonably proves an applicant's identity is acceptable for FS eligibility purposes.

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

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

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.

#### Job Centers and NCA FS Centers

For FS purposes, citizenship must be proven only if declaration of citizenship is questionable.

Individuals applying or re-applying on or after October 1, 2010, will need a new Puerto Rican birth certificate or one of the alternate documents previously listed to prove identity or citizenship. All alternate proofs of identity or U.S. citizenship remain valid on October 1, 2010.

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.

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

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

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 information on 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.

#### References:

GIS #10 TA/DC016  
 GIS #10 TA/DC018  
 USDA Letter June 21, 2010  
 18 NYCRR 351.5 (a)

#### Related Item:

PB #07-20-ELI

*Effective Immediately*