

GENERAL INFORMATION SYSTEM

10/14/10

DIVISION: Office of Health Insurance Programs

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GIS 10 MA/021

TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Puerto Rico Extends Validity of Birth Certificates

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Unit
Upstate (518)474-8887 NYC (212)417-4500

ATTACHMENT I - Instruction Sheet
ATTACHMENT II - Birth Certificate Application Form (RD-255) English
ATTACHMENT III - Birth Certificate Application Form (RD-225) Spanish

The purpose of this General Information System (GIS) message is to provide local departments of social services (LDSS) with the most recent update on the validity of Puerto Rican birth certificates and how it affects Medicaid eligibility. Puerto Rico is allowing one additional month for Puerto Rican born individuals to use their original birth certificates before their documents are no longer recognized. Puerto Rican born individuals now have until October 30, 2010, to obtain a new birth certificate. The deadline was September 30, 2010.

With the release of this GIS message, the interim procedures described in GIS 10 MA/017 are no longer applicable for processing Medicaid applications received on or after October 1, 2010, or for Medicaid separate determinations for Temporary Assistance/Medicaid applications filed on or after October 1, 2010. With the implementation of the Social Security Administration's (SSA's) citizenship match (October 18, 2010 migration), individuals, including Puerto Rican born individuals, declaring to be United States citizens, who present a valid Social Security Number (SSN), will have their citizenship and identity verified by the new SSA citizenship data match process. Further information will be issued regarding the match process, including how the results of the match will be reported to LDSS.

UNDERCARE

The LDSS does not have to re-certify or re-determine eligibility for Puerto Rican born individuals who presented their original birth certificate or certified copy of their birth certificate (issued prior to July 1, 2010), and applied for or received benefits prior to October 30, 2010. Once an individual's citizenship is documented, it should not be re-documented unless that individual's citizenship becomes questionable.

LDSS ASSISTANCE IN OBTAINING A NEW PUERTO RICAN BIRTH CERTIFICATE

Upon request, LDSS should provide the attachments to this GIS message to Puerto Rican born applicants. The attachments include instructions for applying for a new birth certificate and the required application forms in English and Spanish.

An individual born in Puerto Rico may obtain his/her own birth certificate as long as he/she is 18 years of age or older. Other persons may also obtain copies of an individual's Puerto Rican birth certificate if they are the individual's parent, legal guardian or a person duly authorized by the courts.

[TO BE PLACED ON LOCAL DISTRICT LETTERHEAD]

Instructions for Puerto Rican Born Individuals Applying for New York State Medicaid

Citizens born in Puerto Rico but residing elsewhere should apply for a new birth certificate on-line or by mail by filling out a Birth Certificate Application form (attached in English and Spanish) and submitting it ***on or after July 1, 2010***. The application form can also be downloaded at:

For on-line applications:

<https://serviciosenlinea.gobierno.pr/SALUD/Login.aspx?ReturnUrl=%2fsalud%2f>

For the English version:

<http://www.salud.gov.pr/Programas/RegistroDemografico/Documents/English%20Application%20BC%20English.pdf>

For the Spanish version:

<http://www.salud.gov.pr/Programas/RegistroDemografico/Pages/RequisitosparasolicituddeNacimiento.aspx>

Once an applicant completes and signs the form, he/she should follow these steps:

- Applicants residing outside of Puerto Rico may mail the completed application to the following address:

**Puerto Rico Vital Statistics Record Office
(Registro Demográfico)
P.O. Box 11854
San Juan, PR 00910**

- 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 photo I.D. will be subject to approval.
- Include a \$5.00 Money Order payable to the Secretary of the Treasury of Puerto Rico.
- Include a self-addressed envelope with paid postage.

APPLICATIONS SENT BY FEDEX, EXPRESS MAIL OR REGISTERED MAIL:

- To send applications through premium mail services (e.g., FedEx, Express Mail, Registered Mail, UPS, etc.) correspondence should be directed to the following address:

**Puerto Rico Vital Statistics Record Office
(Registro Demográfico)
171 Quisqueya Street
Hato Rey, PR 00917**

RD-225
MOD 12/08

COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF HEALTH
DEMOGRAPHIC REGISTRY

BIRTH CERTIFICATE APPLICATION BY MAIL

PART I: REGISTRANT'S INFORMATION

1. Name at birth:			
_____	_____	_____	_____
Father's Last Name	Mother's Last Name	First Name	Middle Name
2. Date of birth: (month/date/year)		3. Place of birth: (town and hospital)	
4. Father's Name:		5. Mother's Name:	
6. The certificate will be used for:			7. Number of copies:

Part II: APPLICANT'S INFORMATION*

1. Applicant's Name:				2. Relationship:**	
_____	_____	_____	_____		
Father's Last Name	Mother's Last Name	First Name	Middle Name		
3. Applicant's address:			4. Address where you want the certificate to be sent:		
5. Applicant's identification included: __ Other __ Driver's Lic, __ State ID, __ Passport, __ Public Assistance, __ Other			6. Applicant's signature and date:		

IMPORTANT: FIRST COPY \$5.00 EACH / ADDITIONAL COPY \$4.00 OF SAME PERSON

<ol style="list-style-type: none"> 1. Applicants living out of Puerto Rico send the application to the following address: Demographic Registry PO Box 11854, San Juan Puerto Rico 00910 2. If the applicant lives in Puerto Rico can visit any Local Registry near his/her house to complete an application. 3. Applicant must send a photocopy of a recent valid photo-identification card. 4. Applicant in Puerto Rico: Please send \$5:00 internal Revenue Stamp for the first copy requested and \$4.00 for each additional copy for the same person. 5. Applicant out of Puerto Rico: Please send \$5.00 Money Order payable to Secretary of the Treasury. 6. Please send a self-addressed-stamped-envelope to mail in your certificate. 7. For rush mail as Fedex, Exp. Mail, Registered, UPS, etc. our address is: 171 Quisqueya Street, Hato Rey, PR 00917
WRITE CLEARLY YOUR NAME AND ADDRESS

*Applicant – means registrant, their children over 18 years of age, legal representative.

**Relationship – relation between the applicant and the registrant. This blank will be filled out if applicant and Registrant is not the same person.



SOLICITUD DE CERTIFICADO NACIMIENTO POR CORREO

PARTE I: INFORMACIÓN SOBRE EL INSCRITO:

1. NOMBRE DE INSCRITO		
_____	_____	_____
APELLIDO PATERNO	APELLIDO MATERNO	NOMBRE
2. FECHA DE NACIMIENTO (DÍA/MES/AÑO)		3. LUGAR DE NACIMIENTO (PUEBLO Y HOSPITAL)
4. NOMBRE DEL PADRE:		5. NOMBRE DE LA MADRE:
6. USO QUE SE DARÁ AL CERTIFICADO:		7. NÚMERO COPIAS SOLICITADAS:

PARTE II: INFORMACIÓN SOBRE EL SOLICITANTE*

1. NOMBRE DEL SOLICITANTE:			2. PARENTESCO: **
_____	_____	_____	
APELLIDO PATERNO	APELLIDO MATERNO	NOMBRE	
3. DIRECCIÓN DEL SOLICITANTE:		4. DIRECCIÓN POSTAL:	
5. COPIA DE IDENTIFICACIÓN ENVIADA		6. FIRMA DEL SOLICITANTE Y FECHA DE SOLICITUD:	
___ LIC. CONducir ___ ID ESTADO ___ PASAPORTE ___ OTRO			

Importante:

<ol style="list-style-type: none"> SI EL NACIMIENTO OCURRIÓ DESPUÉS DEL 21 DE JUNIO DE 1931, DEBE SOLICITAR SU CERTIFICADO A: DEPARTAMENTO DE SALUD REGISTRO DEMOGRÁFICO PO BOX 11854, SAN JUAN PUERTO RICO 00910 DIRECCIÓN FÍSICA: CALLE QUISQUEYA #171, HATO REY, PUERTO RICO 00918 SI EL NACIMIENTO OCURRIÓ ANTES DEL 21 DE JUNIO DE 1931, DEBE SOLICITARLO AL REGISTRO LOCAL DEL PUEBLO DONDE OCURRIÓ EL NACIMIENTO. ACOMPÑE LA SOLICITUD CON UNA COPIA DE UNA IDENTIFICACIÓN RECIENTE (CON RETRATO) DEL SOLICITANTE. RESIDENTES FUERA DE PUERTO RICO: ENVIAR GIRO POSTAL A NOMBRE DEL SECRETARIO DE HACIENDA. EL COSTO DEL CERTIFICADO ES \$5.00 LA PRIMERA COPIA Y \$4.00 LA COPIA ADICIONAL SOLICITADA AL MISMO TIEMPO. SI RESIDE EN PUERTO RICO: ENVÍE SELLO DE RENTAS INTERNAS DE \$5.00 POR LA PRIMER COPIA Y \$4.00 POR LA COPIA ADICIONAL ORDENADA AL MISMO TIEMPO. DEBE ENVIAR UN SOBRE CON SELLO Y PRE-DIRIGIDO CON LA DIRECCIÓN BIEN CLARA DONDE RECIBIRÁ EL CERTIFICADO

* SOLICITANTE- SIGNIFICARA EL INSCRITO; SI ES MAYOR DE EDAD, SU PADRE, MADRE, HIJOS O REPRESENTANTE LEGAL.

** PARENTESCO- SIGNIFICARÁ LA RELACIÓN ENTRE EL SOLICITANTE Y EL INSCRITO. ESTE ESPACIO SERÁ LLENADO POR SI EL INSCRITO Y EL SOLICITANTE NO SON LA MISMA PERSONA.