

# Documentation for Verifying Citizenship or Lawful Permanent Residency

## 1. List of Acceptable Documents

Source: 45 CFR § 2522.200 parts (c) & (d)

**c) Primary documentation of status as a U.S. citizen or national.** The following are acceptable forms of certifying status as a U.S. citizen or national:

- (1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;
- (2) A United States passport;
- (3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;
- (4) A certificate of birth-foreign service (FS 545) issued by the State Department;
- (5) A certification of report of birth (DS-1350) issued by the State Department;
- (6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or
- (7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

**(d) Primary documentation of status as a lawful permanent resident alien of the United States.** The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

- (1) Permanent Resident Card, INS Form I-551;
- (2) Alien Registration Receipt Card, INS Form I-551;
- (3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
- (4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

## 2. CNCS Guidance:

Source: "[Additional Guidance on Pre-Enrollment for AmeriCorps State & National Grantees Friday, August 17, 2018](#)" (the document references issues and/or questions identified during the CNCS Monthly Update Call that occurred on August 7, 2018)

### Interpreting I-94 Immigration Documentation:

Another issue which was discussed on the call last Tuesday, August 7th, was interpreting the Immigration Document, the I-94 Departure Record for Lawful Permanent Residents (LPR). The I-94 is a general purpose form issued to all noncitizens entering the United States. An I-94 is not in and of itself sufficient to determine eligibility for AmeriCorps. The most common situation is for individuals with LPR immigration status to have an I-551 (Green Card). But there is often a delay between when an individual becomes a

Lawful Permanent Resident and when their I-551 is issued. In those circumstances they will need to rely on documentation on their I-94.

The I-94 form must be annotated with the statement: "Processed for I-551. Temporary evidence of Lawful Admission for Permanent Residence. Valid until \_\_\_\_\_."

When an immigrant presents an expired I-94 (after the Valid until date), they need to also present a copy of Form I-797. An I-797 form is a 'USCIS Notice of Action' that is used by USCIS for a wide variety of purposes (any potential type of action), programs must examine the form carefully. If the I-797 Form is correctly annotated, USCIS will indicate that an extension for an I-94 has been applied for or an extension to the expiration date of the I-94 has been approved. Either of these two outcomes are acceptable so long as the I-94 meets the annotation standards cited above (Temporary Evidence of Lawful Admission for Permanent Residence). You must retain copies of these documents if the I-94 is expired or expiring at the time the member is starting to serve.

If the I-94 is annotated with anything other than a statement indicating it is for Lawful Permanent Residence or if the validity of the I-94 has expired and you are not able to obtain copies of an I-797 form extending the validity, it is unlikely the individual is eligible for AmeriCorps service and a Segal Education Award. If you have questions about a document you are reviewing, you may contact your CNCS program officer.

### 3. **US Customs & Border Protection Fact Sheet**

Helpful information for understanding the I-94 document and what to look for when determining eligibility. Found online here:

[https://www.cbp.gov/sites/default/files/documents/502386%20-%20I-94%20Fact%20Sheet\\_OFO.pdf](https://www.cbp.gov/sites/default/files/documents/502386%20-%20I-94%20Fact%20Sheet_OFO.pdf)