

*******Attention*******
**What you must do to keep
Your SoonerCare health benefits!**

Federal Law Requires Proof of Citizenship and Identity

If you are applying for SoonerCare for the first time, you must provide one-time proof of your U.S. citizenship and identity. This flyer explains how to send in that proof.

Newborn children (**under age one**) of SoonerCare members do not have to show proof.

To avoid a delay in getting SoonerCare or a gap in coverage, please update your account and send in your documents as soon as you can. If you do not already have the needed proof, it may take longer than you think to get it. Start now.

About the same time you get this letter and flyer, you should also get a letter from OHCA requesting that you update or reapply for benefits. You must follow the instructions from the letter. It is very important that you send in all of your paperwork at the same time and before it's due.

Ways to prove your citizenship and identity are listed on the back of this flyer. To send in your paperwork to OHCA follow these steps:

- Fill out the application at www.mysoonerCare.org.
- Make a **clear copy** of the proof needed for each person listed in the letter. If OHCA cannot read your copies, it will not count as proof.
- **Do not send originals through the mail. They will not be returned to you.**
- Keep an extra copy for yourself of everything you send in.
- Mail the cover sheet and all of your paperwork to **OHCA, PO Box 548804, Oklahoma City, OK 73154**
- **You can also take a picture of your documents and upload them using your smart phone devices.**

Or,

- You can take all of your original paperwork and the letter to an Agency Partner office. They will process there.
- Agency Partners are: OK Department of Human Services, Oklahoma State Department of Health, call the SoonerCare Helpline (800-987-7767) for a complete listing.
- If you do not have any of the proof needed, call the SoonerCare Helpline (800-987-7767).

If you have questions or need help call the SoonerCare Helpline (800-987-7767).

If you need a birth certificate, contact your birth state. If you were born in Oklahoma:

Oklahoma State Department of Health Tulsa Health Department
Vital Records Service Central Regional Health Center

1000 N.E. 10th Street 315 South Utica

Oklahoma City, OK 73117 Tulsa, OK 74102

Phone: (405) 271-4040 (8:00am - 4:30pm) Phone: (918) 594-4840 (8:00am – 4:30pm)

Versión en Español disponible en www.okhca.org/citizenship o en la oficina local del Departamento de Servicios Humanos de Oklahoma.

Proof of United States Citizenship and Identity

1) Any one of these three proves *BOTH* citizenship and identity:

- United States (U.S.) Passport
- U.S. Naturalization Certificate issued by U.S. Citizenship and Immigration Services (USCIS)
- Certificate of Citizenship issued by USCIS

—OR, if you do not have any of the items listed above—

2) Provide one item from List A and one item from List B:

List A: Proof of U.S. citizenship (show one item)

Provide most reliable proof available — Items at the top of the list are better

- U.S. birth certificate (from the official state government agency of your birth state)
- Certification or report of birth abroad issued by USCIS or the State Department
- U.S. citizen ID card issued by USCIS
- American Indian card issued by USCIS for the Kickapoo tribe
- Final adoption decree
- Evidence of Civil Service employment by U.S. Government before 6-1-1976
- Official military record of service showing U.S. place of birth (Form DD-214)
- Northern Mariana ID card from USCIS for naturalized citizens born before 11/4/1986
- Extract of U.S. hospital birth record established at the time of birth, created at least five years before initial application date
- Life, health, or other insurance record showing U.S. place of birth, created at least five years before initial application date
- Census records showing U.S. place of birth
- Nursing home records, medical records, or other documents showing U.S. place of birth, created at least five years before initial application date
- Bureau of Indian Affairs tribal census records, Navajo and Seneca tribes only
- If you do not have any of the above items, or have a question about the above items, contact the SoonerCare Helpline (800-987-7767)

List B: Proof of identity (show one item)

- Driver's license
- Government issued ID cards with photo or identifying information (State ID card)
- Tribal government issued ID card (CDIB card) or other tribal documents with photo or identifying information
- U.S. Military ID, U.S. Military Dependent ID or U.S. Military Draft Record
- U.S. Coast Guard Merchant Mariner card
- School ID with picture
- Day care or nursery record (minors only)
- School record or report card (under 16 only)
- Affidavit signed by a parent or guardian (under 16 only)
- If you do not have any of the above items, or have a question about the above items, contact the SoonerCare Helpline (800-987-7767)