



*Medical Insurance and Community Services
Administration (MICA)*

MEDICAID ALERT

June 30, 2010

Puerto Rican Birth Certificates

The purpose of this Alert is to inform Hospitals, Client Representatives, Facilitated Enrollers and Community Based Organizations that the Puerto Rican legislature-passed Law 191 to invalidate all Puerto Rican birth certificates issued prior to July 1, 2010. However, on June 28, 2010, the Puerto Rican government approved an amendment that extends the validity of all Puerto Rican birth certificates until September 30, 2010. This extension provides a transition period to allow those persons born in Puerto Rico to seek an updated document while the current one is still valid

Beginning October 1, 2010, while Puerto Rican birth certificates issued prior to July 1, 2010 will no longer be able to be used to prove U.S. citizenship, they may continue to be submitted with Medicaid/Family Health Plus applications. The New York State Department of Health (NYSDOH) will perform a back-end match with the Social Security Administration (SSA) to verify birth information. A positive match will serve as an acceptable alternative to the submission of both original identity and citizenship documents. Medicaid applications will continue to be processed and will not be held pending while awaiting the results of the match. Only if the matching process proves unsuccessful, will the consumer be contacted for further documentation. Cases for consumers whose birth cannot be verified through the back-end match and who fail to respond to requests/fail to provide alternative acceptable documents will be closed.

A valid birth certificate may be required for other purposes including providing original documentation of birth information should the SSA citizenship match not be successful, as well as applying for other public benefits.

All organizations are encouraged to assist Puerto Rican born consumers in applying for new birth certificate on or after July 1, 2010. The New York State Department of Health has prepared the directions to be used in assisting Puerto Rican born consumers in obtaining valid replacement originals of their original certificate. They are attached. We have also included copies of the birth certificate application form in both English and Spanish.

Passports for those born in Puerto Rico are unaffected by the new birth certificate process and can continue to be used as primary verification of citizenship and identity for Medicaid.

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF

NYC Medicaid Alerts are a Periodic Service of the NYC Human Resources Administration
Medical Assistance Program • Office of Eligibility Information Services • 330 West 34th Street, New York, NY 10001
Robert Doar, Administrator/Commissioner • Mary Harper, Executive Deputy Commissioner • Maria Ortiz-Quezada, Director of EIS

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**

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"> Applicants living out of Puerto Rico send the application to the following address: Demographic Registry PO Box 11854, San Juan Puerto Rico 00910 If the applicant lives in Puerto Rico can visit any Local Registry near his/her house to complete an application. Applicant must send a photocopy of a recent valid photo-identification card. 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. Applicant out of Puerto Rico: Please send \$5.00 Money Order payable to Secretary of the Treasury. Please send a self-addressed-stamped-envelope to mail in your certificate. 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:	
<input type="checkbox"/> LIC. CONDUCIR <input type="checkbox"/> ID ESTADO <input type="checkbox"/> PASAPORTE <input type="checkbox"/> OTRO			

Importante:

1. 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
2. SI EL NACIMIENTO OCURRIÓ ANTES DEL 21 DE JUNIO DE 1931, DEBE SOLICITARLO AL REGISTRO LOCAL DEL PUEBLO DONDE OCURRIÓ EL NACIMIENTO.
3. ACOMPAÑE LA SOLICITUD CON UNA COPIA DE UNA IDENTIFICACIÓN RECIENTE (CON RETRATO) DEL SOLICITANTE.
4. 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.
5. 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.
6. 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.