



AmeriCorps

Member Eligibility Verification Form

See August 22, 2003 Memorandum Re: Grants Management Guidance 02-02, Documentation of Member Eligibility and Member Record Retention for additional guidance

Regarding proof of member citizenship or lawful permanent resident status, programs must ascertain and document the citizenship status of the members, a record of which must be kept in the member's file. A program may be at risk if it has accepted self-certification as the only document for member eligibility. Because the Office of Inspector General, in performing audits of programs, has questioned the reliability of self-certification as the only document for member eligibility, listed below are examples of types of documents programs should request in addition to self-certification. Any **one** of the below documents is adequate verification of eligibility.

<i>Proof of Eligibility</i>	
	Birth Certificate from one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands
	Valid U.S. Passport issued to the individual as a U.S. citizen
	U.S. Dept. of State Form FS-240, Report of Birth Abroad of a Citizen of the United States
	U.S. Dept. of State Form FS-545, Certificate of Birth-Foreign Service
	U.S. Dept. of State Form DS-1350, Certificate of Report of Birth
	INS certificate of naturalization (INS Form N-550 or N-570)
	INS certificate of citizenship (INS Form N-560 or N-561)
	Permanent Resident Card (INS Form I-551)
	Alien Registration Receipt Card (INS Form I-551)
	A passport indicating that the INS has approved it as a temporary evidence of lawful admission for permanent residence
	A Departure Record (INS Form I-94) indicating that the INS has approved it as a temporary evidence of lawful admission for permanent residence
	Other – If one of the above primary documentation is not available, the program must obtain written approval from the Corporation for National and Community Service that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident

The below signature certifies that I have reviewed the above checked document and believe it to be an authentic original document.

Signature of SIS Campus Coordinator/SIS Official

Date

Document Identification Number (if applicable): _____