

# Identity Documentation

## Accepted Identity Documents

Documents must show your name and your date of birth. Photo ID is preferred.

### Photo ID and Selfie

Current or expired <1 year ago.

- Drivers license (or permit)
- State/County ID
- US/Non-United States Passport

### Non Photo ID and Selfie

For your security, the use of Liveness is required for non-photo IDs.

- Birth certificate
- Affidavit of parentage

- Military ID
- Native American tribal photo ID
- School ID with photo and date of birth (minors only)
- Green Card, Certificate of naturalization (form N-550 or N-570), or Certificate of US citizenship (form N-560 or N-561)

## Unaccepted Documents

The following documents CANNOT be used for identity verification. Submission of these documents will result in significant delays in the approval process and potential rejection.

- Social Security Cards
- Prescription Information
- Medical profiles
- MiBridges/Benefits Documents
- Voter Registration Cards
- Insurance Cards

# Residency Documentation

## Residency Documents

<b>Category A Residency Documents</b> <i>All documents must show your name, address, and a date within the last 90 days.</i>		
<p><b>Utility Bills &amp; Statements</b> Must indicate coverage within past 90 days</p> <p>The following utility documents are accepted:</p> <ul style="list-style-type: none"> <li>• Electricity</li> <li>• Gas/Heating</li> <li>• Water</li> <li>• Sewer</li> <li>• Trash</li> <li>• Septic Services</li> <li>• Landline phone/Home Internet</li> </ul> <p>Bank statements will NOT be accepted as Category A documents but can serve as Category B documents.</p> <p>You may provide two different types of utility bills (i.e. an electric bill AND a water bill). Two documents of the same type will NOT be accepted (i.e. two electric bills from different months).</p> <p>The entire statement or bill must be visible in your image, including the account number (if applicable).</p> <p>Screenshots of portals or payment confirmation documents will NOT be accepted.</p>	<p><b>MDHHS Letters and Documents</b> Must be issued within the past 90 days</p> <p>The following MDHHS documents are accepted:</p> <ul style="list-style-type: none"> <li>• Healthcare Coverage Determination Notices</li> <li>• Redetermination Notices</li> <li>• Review Notices</li> <li>• Notice of Case Actions</li> <li>• Verification of Student Information Notices</li> <li>• Summer EBT Issuance Notice</li> <li>• Specialist Assignment Notice</li> </ul> <p>Documents must indicate current coverage, review, or action. Current benefits must be visible.</p> <p>MDHHS appointment letters will NOT be accepted.</p>	<p><b>Housing/Rental Documents</b> Must be issued within one year of application and unexpired</p> <p>The following housing documents are accepted:</p> <ul style="list-style-type: none"> <li>• Housing lease or rental agreement</li> <li>• Mortgage or local property tax statements</li> <li>• Property mortgage payment receipts</li> <li>• Home/Renter Insurance</li> </ul> <p>Month to month leases will NOT be accepted as a Category A document but can serve as a Category B document.</p> <p>Screenshots of portals or payment confirmation documents will NOT be accepted.</p>

<b>Category B Residency Documents</b> <i>All documents must show your name, address, and a date within the last 90 days.</i>			
<p><b>Insurance Bill or Statement</b> Must be issued within the past 90 days.</p> <p>The following insurance documents are accepted:</p> <ul style="list-style-type: none"> <li>• Life</li> <li>• Health</li> <li>• Auto</li> </ul> <p>You may provide two different types of insurance documents (i.e. auto insurance AND home insurance). Two documents of the same type will NOT be accepted (i.e. two auto insurance statements from different months)</p>	<p><b>Medical Bill or Statement</b> Must be issued within the past 90 days.</p> <p><u>Patient profiles are NOT accepted.</u></p> <p>You may provide two <i>different</i> medical bills or statements. Documents must reflect a different visit; multiple documents from one visit/exam will NOT be accepted.</p>	<p><b>Judicial Documents</b> Must be dated within the past 90 days.</p> <p>The following judicial documents are accepted:</p> <ul style="list-style-type: none"> <li>• Court order</li> <li>• Jury summons</li> </ul> <p>You may provide two judicial documents from different cases. Multiple documents issued on the same day about a single summons or order will NOT be accepted.</p>	<p><b>Rx Kids attestation letter from homeowner</b> Document must be signed within the past 90 days.</p> <p>Document must be notarized with a notary public.</p> <p>In addition to this letter, you must provide:</p> <ul style="list-style-type: none"> <li>• An image of the home owner's photo ID</li> <li>• A Category A document in the home owner's name (i.e. recent utility bill)</li> </ul> <p>Attestation letters are subject to second validation at the review team's discretion. Ensure that all contact information is correct.</p> <p><u>Form is available upon request.</u> Please reach out to our help desk to receive this letter.</p>

### Unaccepted Documents

The following documents **CANNOT** be used for residency verification. Submission of these documents will result in significant delays in the approval process and potential rejection.

- The outside of envelopes or packages
- Shipping labels and return slips
- Driver's licenses
- Change of address stickers
- Pharmaceutical documents, including prescriptions, receipts, and similar
- USPS change of address or mail forwarding notices
- Scans of mail from USPS
- Voter registration cards
- W2s, paystubs, or similar employment records and earning statements

### Examples of Approved Residency Documents

The following are **EXAMPLES** of approved documents.

#### Scenario 1 - Two from Category A

- Lease/rental agreement for current year
- Electricity utility bill in spouse's name, issued within the past 90 days
  - Marriage certificate listing applicant and the spouse

#### Scenario 2 - One from Category A, Two from Category B

- MDHHS benefits letter, issued within the past 90 days
- Health insurance statement, issued within the past 90 days
- Notarized Rx Kids attestation letter from homeowner
  - Photo ID of homeowner
  - Utility Bill in homeowner's name, issued within past 90 days
  - Notarized attestation letter from homeowner

#### Scenario 3 - Four from Category B

- Renter insurance statement, issued within the past 90 days
- Hospital bill, issued within the past 90 days
- Court order issued within the past 90 days
- Postmarked mail showing name, address, and the postmark date. Issued within the past 90 days.

# Pregnancy Documentation

## Accepted Pregnancy Documents

Documents must show your name, date of exam, and must demonstrate a gestational age of at least 16 weeks at time of issue.

- After visit summary from medical provider showing all required information
- An ultrasound photo showing all required information
- Fetal anatomy study results

## Unaccepted Pregnancy Documents

The following documents CANNOT be used for pregnancy verification. Submission of these documents will result in significant delays in the approval process and potential rejection.

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| <ul style="list-style-type: none"> <li>● Provider letters</li> <li>● Over the counter pregnancy tests</li> <li>● Maternity photos</li> </ul> | <ul style="list-style-type: none"> <li>● Images from exam room, including any monitors</li> <li>● Documents missing required information</li> </ul> |
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## Infant Birth Documents

Documents must show your name, your baby's name, and your baby's date of birth.

Postnatal	Guardianship
<ul style="list-style-type: none"> <li>● Hospital Verification of Birth</li> <li>● Certificate of live birth</li> <li>● Birth certificate</li> <li>● Affidavit of parentage</li> </ul>	<ul style="list-style-type: none"> <li>● Adoption papers establishing custody/guardianship</li> <li>● Court papers establishing custody/guardianship</li> <li>● Benefits form listing both recipient and the infant</li> <li>● Insurance plan listing both recipient and the infant</li> </ul>

## Unaccepted Infant Birth Documents

The following documents CANNOT be used for infant verification. Submission of these documents will result in significant delays in the approval process and potential rejection.

- Images taken in the exam or delivery room, including any monitors
- Birth announcements
- Crib Sheets
- Anything missing the applicant and baby's full, legal names