



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
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MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY U.S. CITIZENSHIP VERIFICATION PROCESS

Rncl: (1) Department of the Navy U.S. citizenship acceptable forms of verification

Ref: (a) Title 5, CFR, Section 7.3

1. Reference (a) requires that only United States citizens or nationals of the United States be appointed to the Department of the Navy (DON) competitive service positions. Accordingly, Human Resources Service Centers (HRSCs), and Human Resources Offices (HROs), acting on behalf of DON activity appointing officials, are jointly responsible for ensuring that a consistent process for verification of citizenship is in place and carried out for each new hire. Enclosure (1) is forwarded to assist in this effort. It was developed by the Chief of Naval Operations (CNO), Personnel Security Policy Division and provides the acceptable forms of proof of citizenship.

2. The process must ensure that verification of citizenship is accomplished at or before the new hire's entrance on duty (EOD). Failure to provide verification or certified documentation within two working days could result in the loss of employment. HROs are responsible for ensuring that the verification requirements and processes are communicated to DON management officials. HRSCs are responsible for ensuring that all necessary documents are properly completed and filed in the Official Personnel Folder.

3. My point of contact is Mr. Leon Brayboy, who may be reached at (202) 685-6499 or [E-mail: leon.brayboy@navy.mil](mailto:leon.brayboy@navy.mil).

A handwritten signature in black ink, appearing to read "Douglas A. Lundberg".

DOUGLAS A. LUNDBERG
Director
Human Resources
Policy and Programs

Distribution:
HRSCs
HROs

DON U.S. Citizenship Acceptable Forms of Verification The

following documents are acceptable proof of citizenship:

a. The original U.S. birth certificate with a raised seal issued at the time of birth from one of the 50 States, or outlying territories or possessions.

b. A hospital birth certification (clinic and commercial birth center certification is not permitted) with an authenticating raised seal or signature, provided all vital information is given.

c. A delayed birth certificate provided it shows the birth record was filed within one year after birth, it bears the registrar's seal and signature, and cites secondary evidence such as a baptismal certificate, certificate of circumcision, affidavits of persons having personal knowledge of the facts of the birth or other official records such as early census, school or insurance.

d. **U.S. Passport (unexpired or expired)** or U.S. Passport issued to individual's parent in which the individual is included.

e. **1-551 Stamp or Form I-94** Unexpired foreign passport, indicating unexpired employment authorization.

f. **Form I-688** Unexpired Temporary Resident Card.

g. **Form I-688A** Unexpired Employment Authorization Card.

h. **Form I-688B** Unexpired Employment Authorization Document issued by DHS that contains a photograph. (*The 1-766 is the same form, issued by the DHS Regional Service Centers*).

i. **Form I-551** Permanent Resident Card Receipt Card with photograph. or Alien Registration

j. **FS-240** Report of Birth Abroad of a America/Consular Report of Birth. Citizen of the U.S. of

k. **FS-545** Certification of Birth issued by a U.S. Consulate or DS-1350 the Department of State Certification.

1. **Certificate of Birth** issued by the Canal Zone Government indicating U.S citizenship is only acceptable if verified by direct Government inquiry to: Vital Records Section, Passport Services, 1111 19 Street NW, Suite 510, Washington, D.C. 20522-1705.

m. **DD 372** Verification of Birth is acceptable for military members (677e and enlisted) provided the birth data is listed and verified by the Department of Vital statistics.

n. **DD 1966** Application for Enlistment into the Armed Forces of the U.S. is acceptable provided the documents are reviewed and attested to by a recruiting official.

The requirements and/or process for acquiring these forms can be obtained at the following websites: <http://www.uscis.gov/portal/site/uscis>

Enclosure (1)