

IRM PROCEDURAL UPDATE

DATE: 07/25/2014

NUMBER: WI-03-0714-1187

SUBJECT: Determining if Applicant is Under Age 6 and Reason for Applying

AFFECTED IRM(s)/SUBSECTION(s): 3.21.263

CHANGE(s):

IRM 3.21.263.5.3.4.2(3) added a "NOTE" to school records for determining when applicant is under age 6.

3. The table below provides a general description of the 13 types of acceptable supporting identification documents.

Type of Document	Definition	Features
Passport	A travel document issued by a national government that identifies the bearer as a national of the issuing state (government) and requests that the bearer be permitted to enter and pass through other countries.	<p>Passports usually contain the following bearer's information:</p> <ul style="list-style-type: none">○ Full Name○ Photograph○ Date of Birth○ Nationality○ ID Number○ Expiration Date○ Other means of individual identification <p>CAUTION: The bearer's signature is required if the passport has a signature field and does not have a statement such as "<i>the bearer is not required to sign</i>". If the bearer's signature is required but missing, the passport is invalid. See IRM 3.21.263.8.3.2.1 "Is the ID Valid?"</p> <p>EXCEPTION: Signature requirements for minors and the age of minors vary from country to country. Some countries accept the child's printed name with the parent's signature; some countries require</p>

		no signature or just a thumbprint for a minor's signature. If the passport for a minor dependent (under 12 years of age) is valid except for a missing signature or has a parent's signature or thumbprint, consider the passport signed and valid.
National Identification Card	A piece of identification (ID) issued by the holder's government that is designed to verify the aspects of a persons identity. It may also be called a National Identity document or if in the form of a small standard-sized card, an identity card (ID card).	<p>National ID cards usually contain the following characteristics of the holder:</p> <ul style="list-style-type: none"> ○ Full Name ○ Gender ○ Nationality ○ Date of Birth ○ Photograph ○ Thumb Print ○ ID Number ○ Signature ○ Expiration Date <p>NOTE: May also be referred to as a Consular Identification Card (CID).</p>
U.S. Drivers License	A document issued by a state government granting the holder the permission to drive in that state.	<p>U.S. drivers license will contain:</p> <ul style="list-style-type: none"> ○ ID Number ○ Full Name ○ Full Address ○ Date of Birth ○ Expiration Date ○ Photograph ○ Other physical characteristics of the holder
Civil Birth Certificate	A vital record that documents the birth of a child.	<p>The certificate itself usually includes most of the following information:</p> <ul style="list-style-type: none"> ○ Birth Name ○ Date and time of birth ○ Sex of the child ○ Place and/or location of birth ○ Names of the child's parents ○ Birth weight and length ○ A birth registration number or file
		<p>NOTE: Required for applicants under age 18 unless passport is present or exception is met.</p>

Refer to (5) below.		number
<p>Medical Records</p> <p>NOTE: Medical records are acceptable ONLY for dependents under 6 years of age.</p>	A medical record consists only of a shot/immunization record which documents the patient's name and chronological dates of the patient's medical history and care.	The medical record must contain the child's name, date of birth, and complete address. In addition, the medical record must document the name, address, and phone number of the doctor, hospital, or clinic where treatment was last administered. If this information is not printed on the medical record, the medical record must be accompanied by a letter providing the required information on official letterhead and dated from the government authority, physician, hospital, or clinic who administered the latest care of the child. If applicant is from a country other than Mexico, Canada, or India, a DOE is required and the medical record must be from a U.S. facility.
Foreign Drivers License	A document issued by a government granting the holder the permission to drive in that Country. The International Driving Permit (IDP) is a supplement to a valid license.	<p>Foreign drivers license usually contain:</p> <ul style="list-style-type: none"> ○ ID Number ○ Full Name ○ Full Address ○ Date of Birth ○ Photograph ○ Other physical characteristics of the holder
U.S. State Identification Card	A document issued by a state government for identification purposes only. Most of these cards resemble U.S. drivers license.	<p>U.S. State ID cards will usually contain:</p> <ul style="list-style-type: none"> ○ ID Number ○ Full Name ○ Full Address ○ Date of Birth ○ Expiration Date ○ Photograph ○ Other physical characteristics of the holder
Foreign Voters Registration Card	A document that allows a citizen to check in with a central registry before being allowed to vote in elections.	<p>The document will usually contain:</p> <ul style="list-style-type: none"> ○ Full Name ○ Address

		<ul style="list-style-type: none"> ○ District/Nationality
U.S. Military Identification Card	<p>A U.S. Military identification Card or a Common Access Card is issued to active duty and reserve service members, employees, and contractors and is considered an identity document by the Department of Defense (DOD). Military dependents and retirees are issued a United States Uniformed Services Privilege and Identification Card (also commonly known as U.S. military ID, or less commonly abbreviated USPIC) and is an identity document issued by the DOD to identify a person as a member of the Armed Forces or a member's dependent, such as a child or spouse.</p>	<p>The document will usually contain:</p> <ul style="list-style-type: none"> ○ Photograph ○ Full Name ○ ID Number
Foreign Military Identification Card	<p>A card issued to service members by the Country the service member is serving.</p>	<p>The document will usually contain:</p> <ul style="list-style-type: none"> ○ Full Name ○ ID Number ○ Signature
<p>School Records</p> <p>School records are ONLY acceptable for dependent applicants under the age of 18.</p>	<p>A school record is an official report card or transcript issued by the school or equivalent of a Ministry of Education and signed by the school or ministry official.</p> <p>NOTE: If the report card/transcript does not have all of the required information (school address, school or ministry signature, etc.) but an attached letter supplies the missing data, consider the school record valid.</p>	<p>The school record must be:</p> <ul style="list-style-type: none"> ○ Dated and contain ○ Student's name and ○ Course work with grades, and ○ Date of grading period(s), and ○ School name and address (the address is considered complete if it has the facility's name, city, and state). <p>If applicant is from a country other than Mexico, Canada, or India, a DOE is required and the school record must be from a U.S. facility.</p> <p>EXCEPTION: School records for applicants under the age of 6 do not have</p>

		<p>to be a transcript or report card showing the course work or grades. For example, a dated letter from a nursery school or kindergarten with the school name and address showing the applicant attends is sufficient. An applicant is considered under age 6 if they meet the age requirement at any time during the school period that is identified on the document.</p> <p>NOTE: An applicant is considered under 6 if they meet the age requirement:</p> <ul style="list-style-type: none"> - At any time during the school period OR - On or before the date of a current nursery school or kindergarten letter. See IRM 3.21.263.5.3.4.2.2
<p>Visa</p> <p>CAUTION: A U.S. visa proves nationality, not citizenship. These are not the same.</p>	<p>A citizen of a foreign country, wishing to enter the U.S., generally must first obtain a visa, either a non-immigrant visa for temporary stay, or an immigrant visa for permanent residence. The type of visa issued is defined by immigration law, and relates to the purpose of the travel. See Exhibit 3.21.263-4, Potential Work Authorization Visas and see Exhibit 3.21.263-10, Visas and Counterfoils, for more information.</p> <p>Canadian citizens do not require a visa to enter the U.S. directly from Canada for the purpose of visiting or studying</p> <p>NOTE: See IRM 3.21.263.4.3 reason box "f "and "g "and IRM 3.21.263.5.3.4.2 reason box " f" and "g". These applicants have taxable scholarships, fellowships, or</p>	<p>The visa usually contains:</p> <ul style="list-style-type: none"> ○ Visa classification ○ ID Number ○ Full Name ○ Gender ○ Date of Birth ○ Nationality ○ Expiration Date

	other grants and some require visas.	
United States Citizenship and Immigration Services (USCIS) Photo Identification	<p>A variety of documents issued by USCIS to nonresident and resident aliens.</p> <p>CAUTION: Any of the following documents show the holder is eligible for a SSN and is not entitled to an ITIN: Form I-551 Permanent Resident Card ("Green Card") Document stamped "Resident Alien" Document stamped "Employment Authorization"</p>	They will all have a photo and the full name of the holder along with some identification characteristics

IRM 3.21.263.5.3.5.2(5) added "Form 1040NR" to the list valid returns under the exception.

5. Accept the Reason for Applying as listed by the applicant on Form W-7.

EXCEPTION: If applicant provides a valid return (Form 1040/ Form 1040EZ / Form 1040A / Form 1040NR), failed to check a reason box for applying or checked the incorrect box, and review of the application indicates the applicant is applying for specific reason boxes, correct the reason for applying by editing Form W-7 and enter on RTS. When in doubt, see your Lead.

CAUTION: Reasons for applying should never result in erroneous automatic ITIN assignment.