

**INSTRUCTIONS FOR 214 FORMS
(IMMIGRATION/CITIZENSHIP STATUS)
PLEASE READ CAREFULLY**

SELECT THE CATEGORY WHICH APPLIES FOR EACH FAMILY MEMBER AND FOLLOW THOSE INSTRUCTIONS FOR THAT MEMBER. **IF ALL FAMILY MEMBERS WERE BORN IN THE UNITED STATES, GO DIRECTLY TO “SECTION A”.**

A. YOU ARE A U.S. CITIZEN BY BIRTH OR NATURALIZATION:

1. Check the first box on the following page entitled “Declaration of Section 214 Status” and then sign and date the form. Disregard all remaining forms applying to immigration. **Provide copies of birth certificates for all family members who were born in the United States.**

B. YOU ARE NOT A CITIZEN BUT ARE REGISTERED WITH THE IMMIGRATION AND NATURALIZATION SERVICE (INS):

1. Check the appropriate box(es) on the Declaration of section 214 status, then sign and date the form. **Do this for each member of your family who has immigration status.**
2. Sign and provide the Alien Registration Number on the Verification Consent Form **for each family member who has a registration number.**
3. Provide a copy of your INS document (green card, etc.) verifying eligible immigration status.

C. YOU ARE IN THE UNITED STATES WITHOUT U.S. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS (ARE NOT REGISTERED WITH INS):

1. The head of household must complete the Listing of Ineligible Family members form for members of the family who do not have eligible immigration status. **DO NOT** complete any other forms for these family members.

PLEASE NOTE:

DECLARATION FORMS ARE PROVIDED FOR TWO FAMILY MEMBERS. PLEASE MAKE COPIES OF THE 214 FORM FOR ADDITIONAL FAMILY MEMBERS.