

New Procedure for Verification of Citizenship

1. US citizenship is an Auxiliary membership requirement - so is the receipt of a Favorable determination on a Personnel Security Investigation (PSI), albeit with very few exceptions. As thousands of Auxiliary PSIs were conducted during the past year, it became apparent that a major hurdle in terms of minimizing turnaround time was the verification of US citizenship.
2. Until now, CG Security Center (SECCEN) requested the Office of Personnel Management (OPM) to perform citizenship verification because all PSI packages must be processed through OPM and there was no alternative. Citizenship verification often proved to be the most time-consuming step in the PSI process because it literally entailed back-and-forth communications between OPM, the Bureau of Vital Statistics (BVS), and an applicant's/Auxiliarist's place of birth to verify citizenship.
3. As a result of collaborative effort between our Office of General Law (G-LGL), Office of Security Policy and Management (CG-86), CG Recruiting Command and SECCEN, the determination has been made that Auxiliarists can perform the verification of citizenship as part of the PSI process. This will eliminate the need for SECCEN to request OPM to perform the same function and thereby significantly expedite the processing of most PSI packages.
4. Given the above, Auxiliarists may perform the verification of US citizenship function for PSIs for new Auxiliary applicants as well as current members who must still undergo PSIs. Toward that end, the following procedural steps are established and in effect:
 - a - Auxiliary fingerprint technicians and designated PSI coordinators are authorized to perform the citizenship verification.
 - b - Applicants/Auxiliarists are not required to have their citizenship verified by this process. They may have it verified as has been done during the past year (ie - via OPM). However, as indicated above, doing so may significantly lengthen their PSI turnaround time.
 - c - The applicant/Auxiliarist for whom the PSI is being performed is required to present at least one of the documents prescribed below (ie - an original document...photocopies are not acceptable) to the fingerprint tech/PSI coordinator for visual inspection. The best opportunity to do this would be in conjunction with whenever fingerprinting is performed. The fingerprint tech/PSI coordinator shall check the document to the following threshold: that the document appears to be genuine and to relate to the applicant/Auxiliarist for whom the PSI is being performed.
 - d - Any of the following documents are acceptable for verification of US citizenship:
 - (1) birth certificate showing that an applicant/Auxiliarist was born in the US
 - (2) FS-240 (report of birth abroad of a US citizen)
 - (3) FS-545 (certificate of birth - foreign service)
 - (4) DS-1350 (certificate of birth issued by US Department of State)
 - (5) US passport (does not matter if unexpired or expired)
 - (6) certificate of US citizenship (INS form N-560 or N-561)
 - (7) certificate of naturalization (INS form N-550 or N-570)
 - e - A complete photocopy of the document must be included with the PSI package that is ultimately forwarded to SECCEN (the applicant/Auxiliarist for whom the PSI is being performed may provide the photocopy of their document - a passport photocopy should be of the first two personal photo/information pages).

f - The applicant/Auxiliarist for whom the PSI is being performed must fill out section 1 of the Verification of US Citizenship form provided by SECCEN (see attachment below). The fingerprint tech/PSI coordinator who performs the verification must fill out section 2. That form must then accompany the photocopy of the document as part of the PSI package. If the applicant/Auxiliarist for whom the PSI is being performed has fingerprints taken by a local law enforcement agency, then the agency representative who takes the fingerprints may also perform the citizenship verification (ie - they must visually sight the document and fill out section 2 of the Verification of US Citizenship form - the photocopy of the document must still be submitted as part of the PSI package).

g - If the fingerprint tech/PSI coordinator has any question about the validity of a form presented to them, then they shall request the applicant/Auxiliarist to present another of the prescribed documents. If subsequent document(s) is also questionable or unable to be provided, then the concern should be noted on the Verification of US Citizenship form and forwarded (along with a photocopy of the document originally provided) as part of the PSI package to SECCEN.

h - The revised Auxiliary PSI package checklist (see attachment below) is now in effect.