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J Demographic Information

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[Revised 03/10/2016](#)

Policy

The customer may request a correction of the following demographic information:

- Name;
- Date of birth;
- Social Security number;
- Date of marriage;
- Address; or
- Sex (including gender change)

These changes do not usually cause a change to a customer's eligibility or costs, but must be reviewed for possible impact.

Proof

The type of proof depends on the type of change:

If the change is a...	Then the proof required is...
Name correction	<ul style="list-style-type: none"> • Marriage certificate; • Divorce decree;

	<ul style="list-style-type: none"> • Other court records; or • SSA records.
Date of birth correction	See Proof in MA501 .
Social Security Number correction	See Proof in MA532 .
Date of marriage correction	See Proof in MA1502.R
Address change	See Proof in MA1502.A
Sex correction, including gender change	<ul style="list-style-type: none"> • US passport that is valid for 10-years that states the new sex <p>NOTE: A passport that is valid for less than 10 years from date of issue to expiration is not acceptable;</p> <ul style="list-style-type: none"> • State-issued amended Birth Certificate with the new sex; • Court order directing legal recognition of change of sex; • Original signed statement from a licensed physician that certifies the person has received appropriate clinical treatment for gender transition. The statement must include: <ul style="list-style-type: none"> ○ Physician's full name; ○ Medical license or certificate number; ○ Issuing state, country, or other jurisdiction of medical license or certificate;

- Address and telephone number of the physician;
- Language stating that the individual has had appropriate clinical treatment for gender transition to the new gender;
- Language stating the physician has either treated the individual in relation to the individual's change in gender or has reviewed and evaluated the medical history of the individual in relation to the individual's change in gender and that the physician has a doctor/patient relationship with the individual;
- Language stating "I declare under penalty of perjury under the laws of the United States that the forgoing is true and correct."

NOTE Surgery is NOT required to change the sex. However, if an individual presents an original or certified letter from a physician stating the individual has undergone sex reassignment surgery, accept it as evidence to change the sex. The letter must contain sufficient biographical data such as name and date of birth to clearly identify the individual.

NOTE For customers who are eligible for Medicaid and Medicare, this type of change may prevent AHCCCS from paying the Medicare Part B premium if Social Security Administration records do not match.

Effective Until 10/21/2016

Programs Affected

This applies to all programs.

Programs and Legal Authorities

Program	Legal Authorities
All Programs	42 CFR 435.916(c), (d) and (f)
KidsCare	42 CFR 457.343



Effective Until 10/27/2016