



# Documents Required to Apply for Medicaid

## Everything You Need for a Faster Approval Process

### REQUIRED DOCUMENTATION FOR ALL APPLICANTS

✓ **A COMPLETED MEDICAID APPLICATION**

✓ **SOCIAL SECURITY CARD**

✓ **PROOF OF IDENTITY**

- Government-issued ID (e.g., Driver’s License, Passport, Voter ID, etc.)

✓ **PROOF OF AGE & CITIZENSHIP**

- US Passport, US Birth Certificate, Naturalization Documents or Permanent Resident Card

✓ **PROOF OF RESIDENCY**

One of the following that includes your name and USVI address:

- Utility bill (WAPA, VIYA, etc.)
- Lease agreement
- Last three rent receipts with the name and signature of the landlord
- A utility bill in the landlord’s name with either a statement from the landlord or a Room and Board Form
- Statement of homelessness
- Driver’s License

✓ **PROOF OF INCOME**

Bring documents showing ANY income for ALL household members, which could include:

- Pay stubs (If paid bi-weekly, provide last 4 pay stubs; if paid weekly, provide last 6 pay stubs)
- Most recent tax returns
- Cash payments: Completed Cash Income Form
- Self-employment: Completed Self-Employment Form with 6 months of income or prior year’s tax return (must be notarized)
- Unemployment: Unemployment pay stubs and a signed statement explaining your situation
- Unearned income sources:
  - » Social Security Award Letter
  - » Veteran Administration Award Letter
  - » Unemployment check stubs
  - » Worker’s Compensation
  - » Support or alimony payments
  - » Dividend or investment income

### Additional Documents (If Applicable)

Bring the appropriate documents below if any of these situations apply to you or someone in your household:

**You are or Were Married** Marriage License, Divorce Decree, Separation Papers, or Death Certificate

**You are Age 65+ or Disabled** Bank Statements for all accounts and a current Social Security Award Letter

**You are Currently Insured** Health Insurance Card

**You are a Legal Guardian** Official Court Affidavit of Guardianship

**You have an Authorized Representative** Signed Authorization of Household Representative Form, Social Security card, Power of Attorney, and Government-issued photo ID

### COMMON MISTAKES TO AVOID

Avoid common delays by checking your documents carefully:

- Missing signatures on forms
- Expired ID or income documents
- Illegible or blurry scans/photos
- Mailing documents without your name on every page
- Forgetting to include documents for other people in your household
- Submitting copies instead of original documents

### INCLUDED APPLICANTS

Who should I include in my application?

- Your spouse (even if they are not applying)
- Your children under the age of 19
- Anyone in your household who depends on you financially or you depend on them
- Elderly or disabled household members

Submitting all required documents with your application helps us process it faster. Questions? Just ask! St. Croix email: [stxmap@dhs.vi.gov](mailto:stxmap@dhs.vi.gov) | St. Thomas/St. John email: [STTJmap@dhs.vi.gov](mailto:STTJmap@dhs.vi.gov)