

DOCUMENT CHECKLIST

Note: Only one document required for each section. If applicable, the same document can be used for multiple sections.

AUTHORIZATION TO WORK IN US

- Birth Certificate with place of birth
- U.S. Social Security Card - **MUST be signed**
- VALID State ID (driver's license, state ID)
- Alien Registration Card indicating Right to Work
- Baptismal Certificate with place of birth
- DD-214 with place of birth
- Foreign Passport stamped eligible to work
- Hospital Birth Record indicating US Citizenship
- U.S. Naturalization Certificate
- U.S. Passport (*Unexpired or Expired*)
- Self-attestation on how to meet DACA requirements outlined in – DOL TEGL 02-14
- E-Verify with documentation
- Certificate of U.S. Citizenship (*INS Form N560 or N-561*)
- Consular Report of Birth Abroad or Certification of Birth
- Certification of Birth Abroad issued by the Department of State (*Form FS-240, Form FS-545 or Form DS-1350*)
- Permanent Resident Card or Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*)
- Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Unexpired Temporary Resident Card (*INS Form I-688*)
- Unexpired Employment Authorization Document (*INS Form I-688A, I-688B, or I766*) with or without photograph
- Unexpired Reentry Permit (*INS Form I-327*)
- Unexpired Refugee Travel Document (*INS Form I-571*)
- ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
- Acceptable Documentation for INS Form I-9

AGE

- Birth Certificate
- Baptismal Certificate with Date of Birth
- DD-214/Report of Transfer or Discharge with DOB
- VALID State ID
- VALID State Driver's License
- VALID Enhanced Driver's License/REAL ID
- Hospital Birth Record
- U.S. Passport
- Public Assistance/Social Service records
- School Records/Identification
- Court Records (*showing DOB*)
- Youth Only-Work Permits
- Workers Compensation Record with DOB

SELECTIVE SERVICE

MALES ONLY

- Selective Service Verification (*www.sss.gov printout*)
- Selective Service Registration Card
- Selective Service Registration Record (*form 3A*)
- Stamped Post Office Receipt of Registration
- Locally Approved Selective Service Waiver
- Veteran's ID Card
- Other approved document (*see Career Connect*):

SOCIAL SECURITY

- U.S. Social Security Card - **MUST be signed**

RESIDENCY

- Standard Driver's License or Enhanced Driver's License/REAL ID
- IL State ID or other Federal, State or Local Gov't issued ID
- Food Stamp Award Letter/Public Assistance Records (*current*)
- Homeless-DHS Letter, Signed Applicant Statement or Shelter/Temp Residence Letter (*on Letterhead*)
- Housing Authority Verification
- Insurance Policy (*Residence or Auto*)
- Landlord Statement or Lease
- Letter from Social Service Agency or School (*on Letterhead*)
- Medicaid/Medicare Card
- Pay Stub
- Property Tax Record
- Selective Service Registration Card
- Current Utility Bill w/Customer's Name
- Applicant statement/self attestation, in limited cases
- Other, Requires Partnership approval

Note: Must also complete the Adult Priority of Service Checklist