

NYC Workforce1 Career Centers

**A. Eligibility To Work**

| One Document<br>for Eligibility to Work  | Two Documents<br>for Eligibility to Work                           |   |
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| List I - Only one document<br>from this list is required   | List II - One from this list and<br>one from list III are required | List III - One from this list<br>and one from list II are<br>required   |
| <ol style="list-style-type: none"> <li>1. US Passport (<i>unexpired or expired</i>)</li> <li>2. Certificate of US Citizenship (<i>INS N-560 or N-561</i>)</li> <li>3. Naturalization Certification (<i>INS N-550 or N570</i>)</li> <li>4. Unexpired Foreign Passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization)</li> <li>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)</li> <li>6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>)</li> <li>7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>)</li> <li>8. Unexpired Reentry Permit (<i>INS Form I-327</i>)</li> <li>9. Unexpired Refgee Travel Document (<i>INS Form I-571</i>)</li> <li>10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>)</li> </ol> | <p><b>O<br/>R</b></p>  | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address</li> <li>2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. US Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. US Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Drivers license issued by a Canadian government authority</li> </ol> <ol style="list-style-type: none"> <li>1. US Social Security Card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification or Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. US Citizen ID Card (<i>INS Form I-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the US (<i>INS Form I-179</i>)</li> <li>7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List I</i>)</li> </ol> |

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| <p align="center"><b>B. Employment Status</b> (if Applicable)<br/><i>If you were employed within the last year please Provide:</i></p> <ol style="list-style-type: none"> <li>1. Last Pay</li> <li>2. Other Evidence of Last Wage</li> </ol>   | <p align="center"><b>C. Name Change</b> (If Applicable)</p> <ol style="list-style-type: none"> <li>1. Marriage Certificate</li> <li>2. Social Security letter indicating a new name associated with a Social Security Number</li> <li>3. Name Change Document</li> </ol>  |
| <p align="center"><b>D. Social Security Number</b><br/><i>Any of the documents below if the fill 9–digit Social Security Number is listed on them</i></p> <ol style="list-style-type: none"> <li>1. Social Security Card or Social Security Benefit</li> <li>2. Employment Records or IRS Form Letter 1772</li> <li>3. W2 Form or Pay Stub</li> <li>4. DD–214, US Military Report or Transfer or Discharge</li> <li>5. Letter from a Government Agency</li> <li>6. Driver’s License</li> </ol>   | <p align="center"><b>E. Birth Date</b><br/><i>Any of the documents below <b>if birth date is shown:</b></i></p> <ol style="list-style-type: none"> <li>1. Birth Certificate or Baptismal Certificate or Hospital Birth Record</li> <li>2. Driver’s License</li> <li>3. Passport</li> <li>4. School Records / ID Card</li> <li>5. Federal <b>or</b> State <b>or</b> Local Government ID Card</li> <li>6. Work Permit</li> <li>7. DD–214, US Military Report of Transfer or Discharge</li> <li>8. Public Assistance and/or Food Stamp Records</li> </ol>  |
| <p align="center"><b>F. Selective Service Registration</b> (If Applicable)<br/><i>In most cases, males born after 12/31/1959 should have registered with the Selective Service Administration. This is not applicable if you are Female. If you have not registered we can help you do so or obtain a waiver if appropriate.</i></p> <ol style="list-style-type: none"> <li>1. Proof of birth date and Social Security Number for Internet Verification, or to Register or Apply for a Waiver if appropriate</li> <li>2. Selective Service Letter <b>or</b> Registration Letter Discharge <b>or</b> Waiver</li> <li>3. DD–214, US Military Report of Transfer or Discharge (If 26 or older)</li> </ol>   | <p align="center"><b>G. Homemaker Work Status</b> (If Applicable)<br/><i>If you are a homemaker and were supported financially by a family member and are no longer receiving that income, and are having difficulty finding a job please provide the <b>2 documents</b> below:</i></p> <ol style="list-style-type: none"> <li>1. Court records of divorce <b>or</b> separation or Medical Records / Death Certificate of supporting partner <b>or</b> records showing loss of support.<br/><b>AND</b></li> <li>2. Any job search verification showing difficulty gaining employment</li> </ol> |
| <p><b>H. Dislocated Worker Status</b> ( If Applicable)<br/><i>Dislocated workers are individuals terminated or laid off – or about to be – due to current and/or pending economic changes beyond their control. This includes plant closings, disasters, market changes such as depressed prices or decreased market, loss of business license or permit, lack of jobs in your field, technology changes, etc. Included are self–employed workers dislocated by these and other marketplace conditions beyond their control. Typical supporting documentation includes:</i></p> <ol style="list-style-type: none"> <li>1. Letter from your current or last employer, stating plant closing or substantial layoff of at least 33% of workforce</li> <li>2. Employer Letter or Media Announcement Documenting the Failure of a Major Business Supplier or Business Customer of your Employer</li> <li>3. Media Announcement of Federal or State Declaration of Disaster</li> <li>4. Employment Letter or Media Announcement Documenting Facility Closing or Impending Closing with Employment Verification</li> <li>5. Other Proof of Termination or Layoff, current or impending, caused by community economic conditions.</li> </ol> |   |