



Required Document Checklist 2018 - 2019

If you are selected; to accept the job; you must show a picture I.D, Social Security Card and your current school documentation (see item #10 below). In order to be placed in a job, you will need to bring certain documents to your WLG provider. You must submit **COPIES** of one (1) item from categories 1-10 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for a WLG job.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6).

Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED

<p>1. Proof of Identity</p> <p><input type="checkbox"/> Official Picture ID (school, city, state, government issued) New: IDNYC will be accepted</p>	<p>6. Proof of Citizenship/Alien Status</p> <p><input type="checkbox"/> Valid U.S. Passport OR <input type="checkbox"/> U.S. Birth Certificate OR <input type="checkbox"/> Alien Registration Card OR <input type="checkbox"/> I-94 , I-551, I-797 OR <input type="checkbox"/> Certificate of Naturalization OR <input type="checkbox"/> Employment Registration Card</p>
<p>2. Proof of Employment Authorization</p> <p><input type="checkbox"/> Report Card (dated within the last 6 mos)OR <input type="checkbox"/> Official School Transcript OR <input type="checkbox"/> NYS Driver/Non-Driver’s License OR <input type="checkbox"/> Voter’s Registration Card OR <input type="checkbox"/> U.S. Military Card /Draft Record OR</p>	<p>7. Proof of Address (Dated within the last 6 months)</p> <p><input type="checkbox"/> Home Utility Bill OR <input type="checkbox"/> Current Lease OR <input type="checkbox"/> Current Cable Bill (Must have Phone Service Listed) <input type="checkbox"/> Official Mail from a Federal, State or City Agency</p>
<p>3. Proof of Age</p> <p><input type="checkbox"/> Birth Certificate OR <input type="checkbox"/> Benefit Card OR <input type="checkbox"/> NYS Driver/Non-Driver’s License OR <input type="checkbox"/> Alien Registration Card OR <input type="checkbox"/> Valid U.S. Passport</p>	<p>8. WLG Application</p> <p><input type="checkbox"/> A signed WLG application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.</p>
<p>4. Proof of Social Security Number</p> <p><input type="checkbox"/> Social Security Card (ONLY)</p>	<p>9. Selective Service (If applicable)</p> <p><input type="checkbox"/> Registration Card OR Selective Service “Online Receipt” ONLY-Required for males 18 years of age or older</p>
<p>5. Working Papers (Must be age applicable) If you are under the age of 18 at the time of placement, you must submit your most current working papers. Working papers can be acquired through your school or district office. If you are not attending school, call 311 or contact your local District Office.</p> <p><input type="checkbox"/> 16 and 17 years of age: Green Card</p>	<p>10. Proof of School Status</p> <p><input type="checkbox"/> Report Card (dated within the current first school term) <input type="checkbox"/> Transcript with School Name and Current Term <input type="checkbox"/> Program Card/ Class Schedule <input type="checkbox"/> Official School Letter (dated within the first school term on letterhead) <input type="checkbox"/> Current Term Receipt from Bursar Office <input type="checkbox"/> Current Letter from Attendance Office</p>

*Please note: all references to the word **current** mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired.*

The status of your application can be found at www.nyc.gov/dycd.