Eligibility Document Checklist
(Please submit one document under each section for verification)

Applicants under the age of 18 must submit a PARENTAL CONSENT FORM with appropriate signatures.

The applicant has provided document to verify AGE (14 - 24).*
- Birth Certificate
- U.S. Passport
- Unexpired state-issued Driver’s License, Learner’s Permit, or Non-Driver’s Identification Card
- Official School Record such as a transcript or report card from the current school year
- School ID
- Permanent Resident Card
*All documents verifying age must show participant’s age or date of birth.

The applicant has provided document to verify RESIDENCE in Washington, DC.*
- Unexpired state-issued Driver’s License, Learner’s Permit, or Non-Driver’s Identification Card
- Official School Record such as a transcript or report card from the current school year
- Mail from a Federal or District Government Agency (dated within past 6 months)
- Immunization record (signed and dated by a school official)
- 2016 Income Tax Form 1040 (must be signed and notarized)
- Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- 2016 W-2
*All documents verifying residence must show participant’s name and address.

The applicant has a verified SOCIAL SECURITY NUMBER.
- Social Security Card
- Letter from the Social Security Administration (must show participant’s name and SSN)
- 2016 W-2 (must show participant’s name and SSN)

The applicant has provided document to verify PERMISSION TO WORK in the United States.
- A Photo ID and U.S. Birth Certificate or a Photo ID and a Social Security Card
  (Photo ID must be a state-issued driver’s license, ID card, or school ID)
- U.S. Passport, Permanent Resident Card, or INS Form I-766 with Unexpired Employment Authorization
- Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94
(Consult Federal I-9 Form for Additional Acceptable Documents)

The Department of Employment Services is an Equal Opportunity Employer/Provider. Language interpretation services are available without cost. Auxiliary aids and services are available upon request for individuals with disabilities.
Thank you for attending your scheduled certification event on ______________ at __________ (am/pm).

Certifying Documents:

- [ ] Proof of AGE
- [ ] Proof of valid SOCIAL SECURITY NUMBER
- [ ] Proof of DC RESIDENCY
- [ ] Proof of PERMISSION TO WORK in the United States
- [ ] Proof of Parent/Guardian Consent

COMPLETE:  
[ ] YES  
[ ] NO

**MY MBYSEP Banking Quiz:**

Please log into your MBYSEP Youth Portal and click the "My Banking" button to complete this step.

You **MUST** complete your banking quiz by 11:59 pm on **Monday, February 27, 2017**, to complete the certification process.

COMPLETE:  
[ ] YES  
[ ] NO

**MY MBSYEP W-4:**

Please log into your MBYSEP Youth Portal and click the "W-4" button to complete this step.

You **MUST** complete your W-4 by 11:59 pm on **Monday, February 27, 2017**, to complete the certification process.

COMPLETE:  
[ ] YES  
[ ] NO

After review of all the required steps, your eligibility status is as follows:

- [ ] Certified – All steps have been completed. Please check your youth portal for your next steps!
- [ ] Not Certified – You have not completed all the required steps.

ALL required steps must be completed no later than 11:59 pm on **Saturday, March 4, 2017**. If you do not complete all steps by this date, you will not be eligible to participate in the program this summer.

Please check our website **www.summerjobs.dc.gov** for a listing of dates and locations where you can bring your documents.

OYP Representative Name (Print)  
[ ] Station #: 

Youth Representative Signature:  
[ ]

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