**APPRENTICESHIP ELIGIBILITY REQUIREMENTS CHECKLIST**

Required Eligibility Verifications for Each Apprentice

* Verification of DC residency via one of the following documents (all documents must include the exact name and address of an individual as reflected on their apprenticeship agreement)
	+ Most recent copy of individual’s W-2 form dated within a year of apprenticeship registration.
	+ Mailed correspondence from a Federal or District Government Agency dated within a year of apprenticeship registration.
	+ Unexpired state ID, Driver’s License, or Learner’s Permit
	+ 2021 Income Tax Form 1040 (must be signed and notarized)
* Verification of age via one of the following documents (documents verifying age must show date of birth)
	+ Birth Certificate
	+ Unexpired US Passport
	+ Permanent Resident Card
	+ Unexpired state ID, Driver’s License, or Learner’s Permit
* Verification of Social Security Number via one of the following documents (documents must list individual’s exact name as reflected on apprenticeship agreement and full social security number):
	+ Social Security Card (with signature on the front)
	+ Letter from the Social Security Administration
	+ Most recent copy of individual’s W-2 form dated within a year of apprenticeship registration.
* Verification of Permission to Work
	+ Unexpired Photo ID with social security card or birth certificate.
	+ Unexpired US Passport, Permanent Resident Card, INS Form-766, Foreign Passport with I-551 stamp, or INS Form I-94