

2.3: AUTHORITY TO LEGALLY WORK

Each client **MUST** provide **BOTH** Personal Identification and Documentation to Establish Authority to Legally Work before you can accept an application for services.

Establish personal identification

Please copy **ONE** of these items and put it in the file

- Federal or state I.D. card
- Driver's license or I.D. card issued by a U.S. state or outlying possession of the U.S.
- School I.D. with photograph
- U.S. Armed Services identification card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Driver's license issued by a Canadian government authority
- Voter's registration card

Establish Authority to Legally Work

Please copy **ONE** of these items and put it in the file:

- Written proof that the client is receiving services from one of these public agencies
 - Temporary Aid for Dependent Children (TANF) program (for TANF benefits)
 - Employment Department (for unemployment benefits)
 - Oregon Health Plan (OHP) (for health care benefits)
 - Social Security Administration (for SSA, SSDI benefits)
 - U.S. Medicare program (for Medicare)
- US Passport or US Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or notification
- Employment Authorization Document that contains a photograph (Form I-766)
- An Unexpired foreign passport with a Form I-94 or I-94A endorsement
- US Social Security Card issued by the Social Security Administration (**must not be marked "not valid for employment"**)
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal documents
- US Citizen ID card (INS Form I-197)
- ID Card for use of Resident Citizen in the United States (INS Form I-179)
- Employment authorization document issued by the Department of Homeland Security

NOTE:

Documentation of eligibility for Supplemental Nutrition Assistance Program (SNAP)—formerly known as Food Stamps—IS NOT SUFFICIENT for documentation of authority to legally work. Do not use eligibility for this program as one of the criteria.