

REQUIRED WORK DOCUMENTS

All youth that participate in Step Up need to prove their age, identity and eligibility to work in the United States. If you are unable to prove **ALL** of these, you will **NOT** be able to work in your Step Up internship.

You must show all of the following at your Virtual Placement Appointment

- Your Social Security Card
- Proof of how old you are
- Photo identification
- Proof of U.S. Citizenship or eligibility to work in the U.S.

Follow the chart below for tips on finding these identification documents. Due to COVID-19 most Government agencies are closed. Below are suggestions of documentation that can be used at your virtual placement appointment.

If you have more questions? Call the Step Up office at (612) 299-7209

DOCUMENTS YOU MUST SHOW AT TIME OF CALL	
** ALL DOCUMENTS MUST BE VALID AS OF JUNE 1ST, 2020 **	
EVERYONE must show a Social Security Card <ul style="list-style-type: none">• If you don't have a Social Security Card or need a replacement, find out how to get a replacement card at http://www.ssa.gov/ssnumber• It can take several weeks to get a Social Security Card, so begin the process NOW.• Apply for a copy on a US government website. DO NOT use a third party site.	EVERYONE must to show a document to prove your age. This may include: <ul style="list-style-type: none">• Birth Certificate• U.S. Passport• Permanent Resident Card• State Issued Identification Card• State Issued Driver's License• Official School Identification Card with Printed Birthdate
EVERYONE must show document with a photo to prove your identity. This may include: <ul style="list-style-type: none">• U.S. Passport or U.S. Passport Card• Permanent Resident Card• State Issued Identification Card• State Issued Driver's License• Official School Identification Card	IF YOU ARE NOT A U.S. CITIZEN, you will need a document to prove you are eligible to work in the United States. You will need to show ONE of the following IN ADDITION TO other documents: <ul style="list-style-type: none">• Permanent Resident Card or Alien Registration Receipt Card (I-551)• Temporary Resident Card (I-688)• Employment Authorization Document (I-766, I-688B, or I-688A)• Foreign Passport with temporary I-551 stamp