



PRE-PROCESSING CHECKLIST

The following documents are required at the time of pre-processing (originals only).

Social Security Card

Proof of Education based on the qualifications for your title which may include:

Baccalaureate Degree, Associate Degree, Official College Transcript(s), HSDiploma

***NOTE:** If your degree is from a foreign college or university you must have it evaluated by a DCAS approved translation service. Please see the [Foreign Education Requirement List](#).*

Updated Resume

Proof of Residency

Unless otherwise noted, you must become a City resident within 90 calendar days of the date of appointment. Note that recent statements must be stated with 60 days of the submission date. Any of the following will be accepted (originals only):

- Rent receipts on letterhead stationery
- Mortgage payments notice
- Motor vehicle registration and Driver's license
- Auto Insurance Card and Driver's License
- Recent bank statement
- Recent credit card statement,
- Recent utility bill (including telephone bill)
- Withholding Tax Statement (W-2)

Documents to Establish Identity and Employment Eligibility

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<p style="text-align: center;">LIST A</p> <p style="text-align: center;">Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p style="text-align: center;">LIST B</p> <p style="text-align: center;">Documents that Establish Identity Employment Authorization</p>	<p style="text-align: center;">LIST C</p> <p style="text-align: center;">Documents that Establish Authorization AND</p>
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>3. School ID card with a photograph</p>	<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>4. Voter's registration card</p>	<p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>		<p>5. U.S. Military card or draft record</p>	<p>5. Native American tribal document</p>
		<p>6. Military dependent's ID card</p>	<p>6. U.S. Citizen ID Card (Form I-197)</p>
		<p>7. U.S. Coast Guard Merchant Mariner Card</p>	<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
		<p>8. Native American tribal document</p>	
		<p>9. Driver's license issued by a Canadian government authority</p> <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p>	<p>8. Employment authorization document issued by the Department of Homeland Security</p>
	<p>10. School record or report card</p>		
	<p>11. Clinic, doctor, or hospital record</p>		
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>		<p>12. Day-care or nursery school record</p>	