




I-9 Employment Verification for Teen Interns

BEFORE YOU START YOUR PROGRAM:

Teens must complete the Form I-9 Employment Eligibility Verification before you start your program. After accepting your internship offer, you are required to attend an in-person verification meeting where you will present specific identity confirming documentation to complete the verification process. **Documents must be original and unexpired.**

To learn which documents to bring with you for the in-person verification meeting, **please see the complete list of acceptable documents on page two of the Form I-9 Employment Eligibility Verification [here](#).**

The following is an example of documents that are acceptable:

List A	List B (one item) <u>and</u> List C (one item)	
<p>Confirms (Identity and Employment Authorization)</p> <p>You only need one unexpired document from List A.</p>	<p>List B confirms Identity <u>and</u> List C confirms Employment Authorization</p> <p>You will need to provide (1) item from list B and (1) item from List C.</p>	
		
<ul style="list-style-type: none"> • U.S. Passport • U.S. Passport Card • Permanent Resident Card 	<p>LIST B item (MUST HAVE A PHOTO)</p> <ul style="list-style-type: none"> • Drivers' License • State ID card • School ID card with photograph (current school year only) 	<ul style="list-style-type: none"> • Social Security Card • Birth Certificate • Employment Authorization document issued by DHS
<p>We can accept a receipt for a replacement of a lost, stolen, or damaged List A document.</p>	<p>We can accept a receipt for a replacement of a lost, stolen, or damaged List B document.</p>	<p>We can accept a receipt for a replacement of a lost, stolen, or damaged List C document.</p>

DATES, TIMES, AND LOCATIONS

Teen Intern Employment Eligibility Verification Schedule		
Note: Please come as early as possible as there may be a wait, and ensure you bring your original documents as we are unable to accept copies.		
Date	Time	Locations
Tuesday, March 5, 2024	3:00 - 5:30 p.m.	Gallery 37 @ 66 E. Randolph St. Lutz Center @ 3435 N. Cicero Ave. Gately Park @10201 S. Cottage Grove Ave.
Tuesday, March 12, 2024	3:00 - 5:30 p.m.	Gallery 37 @ 66 E. Randolph St. Lutz Center @ 3435 N. Cicero Ave. Gately Park @10201 S. Cottage Grove Ave.
Tuesday, March 19, 2024	3:00 - 5:30 p.m.	Gallery 37 @ 66 E. Randolph St. Lutz Center @ 3435 N. Cicero Ave. Gately Park @10201 S. Cottage Grove Ave.

RESOURCES:

<p><u>Obtaining a Social Security Card:</u> If you don't have one, you can apply for one here; or search for a Chicago-area Social Security Administration office near you using tool.</p> <p>To apply for a Social Security Card:</p> <ul style="list-style-type: none"> • Find your birth certificate + ONE Evidence of Identity (i.e. Driver's License, State ID, etc.) • Print and fill out Social Security Application • Apply online, in-person, or by mail 	<p><u>Obtaining a State ID:</u> If you do not have a State ID, you can apply for one here.</p> <ul style="list-style-type: none"> • Schedule an appointment at Department of Motor Vehicles. <ul style="list-style-type: none"> ○ You must bring documents such as your Social Security Card and Birth Certificate. Your documents must verify your: <ul style="list-style-type: none"> ▪ Signature ▪ Date Of Birth ▪ SSN ▪ Proof of residency
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If you have any questions about the I-9 process, dates, and times please complete the [Contact Us form](#).