



Document Verification Checklist

The purpose of this form is to record that the following documents were examined to verify eligibility. Notice: Personal Information provided may be used for secondary purposes. [Wis. Stat. §15.04 (1)(m)]

Participant Name (First, Middle and Last): _____

The following documents were examined to verify eligibility. Check ☐ next to the item examined. **Those marked with an ASTERISK are ILLEGAL TO PHOTOCOPY.** For Guidance, refer to DWD's WIOA Title 1-A & 1-B Policy & Procedure Manual, Chapter 12 & the USCIS Form I-9 for the List of Acceptable Docs.

1. Date of Birth: _____

Verified by:

- ☐ Birth Certificate* ☐ Driver's License
☐ State ID Card* ☐ Other: _____

2. Age: _____

3. Residence (Not necessarily for eligibility)

Verified by:

Street: _____

☐ Driver's License ☐ Letter/document addressed to applicant

City: _____

☐ State ID Card* ☐ Other ID Card (not state issued)

State: _____ Zip: _____

☐ Other: _____

4. Authorized to work in the US: ☐ Yes ☐ No

Verified by (must use one selection from List A or a combination of one selection from List B and one selection from List C):

5. US Citizen: ☐ Yes ☐ No

List A

<OR>

List B

<AND>

List C

☐ US Passport

☐ Driver's License

☐ Social Security Card

☐ Permanent Resident or Alien
Registration Receipt Card

☐ State ID Card*

☐ Birth Certificate*

☐ Other allowable item(s) from
USCS Form I-9, describe:

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USCS Form I-9, describe:

☐ Other allowable item(s) from
USCS Form I-9, describe:

If under age 18:

☐ School Record/Rpt Card

☐ Clinic/Doctor/Hospital Record

6. Social Security Number (SSN): ☐ Yes ☐ No

Verified by: ☐ Social Security Card

7. Veteran Status: ☐ Yes ☐ No

Verified By:

☐ DD-214 (issued when exiting military service and must be anything other than a dishonorable discharge)

☐ Eligibility card for VA benefits

☐ Other: _____

Verification Documentation Details: For each document examined, show document date, reference no., issuer, and source, as applicable.

Birth Certificate: ☐ N/A State: _____ Doc #: _____

Driver's License: ☐ N/A State: _____ Doc #: _____ Expiration Date: _____

State ID Card: ☐ N/A State: _____ Doc #: _____ Expiration Date: _____

Other ID Card: ☐ N/A State: _____ Doc #: _____ Expiration Date: _____

Passport: ☐ N/A State: _____ Doc #: _____ Expiration Date: _____

**Permanent Resident
or Alien Registration
Receipt Card:**

☐ N/A Doc #: _____ Expiration Date: _____

Social Security Card: ☐ N/A SSN #: _____

Other, describe: ☐ N/A Document: _____

Other, describe: ☐ N/A Document: _____

Documents examined by: _____

Date: _____ / _____ / _____