# **WIOA Title I Document Verification Form**

This form is used to record and verify the appropriate documents were examined for enrollment This form is not an all-inclusive list. See [Chapter 12 File Documentation](https://dwd.wisconsin.gov/wioa/policy/12/12.2.htm) for additional details and allowable documents.

Check the box ([symbol]) next to the document(s) examined. Only one selection per data element is required. For each document examined, record the data element details **and** the document's identifying information (document number, issuing agency/state, expiration date, etc.). Documents must be **unexpired** at the time of enrollment.

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| --- | --- | --- |
| **Applicant Name** | | **ASSET PIN** |
| **DATA ELEMENT** | **VERIFIED BY:** | |
| **Eligible to Work in United States**  **Yes**  **No**  [Acceptable-Documents-for-USCIS-Form-I-9.pdf](https://dwd.wisconsin.gov/wioa/pdf/Acceptable-Documents-for-USCIS-Form-I9.pdf) | **Driver's License or Government-Issued ID card\*+ Social Security Card** State: \_\_\_\_\_\_\_\_ ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #: \_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Driver's License or Government-Issued ID card\*+ Birth Certificate**\* State: \_\_\_\_\_\_\_\_ License/ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  State: \_\_\_\_\_\_\_\_ Birth Certificate #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **U.S. Passport**  Document #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Exp. Date: \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employment Authorization Document that contains a photograph (Form I-766)**  Doc#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_  Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other item from List A on I-9:**  Doc #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issuing Agency: \_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_  **Other items, one from each: List B + list C on I-9**:  List B Doc #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issuing Agency: \_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_  List C Doc #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issuing Agency: \_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Certified by WIOA Career Planner:** | **Date: \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**Documents marked with an ASTERISK\* are illegal to photocopy.** See [Chapter 12.2.6](https://dwd.wisconsin.gov/wioa/policy/12/12.2.htm) for additional details on photocopying.