



WIOA ADULT DOCUMENT CHECKLIST

CLIENT NAME _____

Date: _____

CATEGORY 1: Bring all documents

INTAKE AND INITIAL ASSESSMENT FORM

Social Security Card (must be signed)

CATEGORY 2: Bring one document from each section

Proof of Citizenship (Please bring one of the original documents)

U.S. Passport

Birth Certificate

Naturalization Certificate

Permanent Resident or Work Authorization Card

Proof of Address Need both if addresses are different

Valid Driver's license or state-issued ID with correct address (Required)

Utility bill or another piece of official mail with correct address (Dated within 30-days)

Proof of Selective Service Registration (males born 1960 or later)

Registration verification printed from <https://www.sss.gov/Home/Verification> (Click on "Verify Now")

Selective Service Status Information Letter stating you were not required to register

Written statement explaining why you did not register

NOTE: Your statement will be reviewed by a counselor and a determination will be made regarding your funding eligibility.
Failure to register when you were required could prevent you from qualifying.

Proof of Veteran Status (Veterans only) **Form DD-214**

If client is employed, they MUST submit the following:

Client's 2-3 most recent pay stubs

Most recent federal income tax return