

Finding a Job

Key Documents You Need

Seeking employment can be a confusing and stressful process. You have to search, apply, and then interview at least once. That takes time and effort, and it can be a little difficult if you're new to the process. Before you start your search, there are a few key documents you need.



WHAT DOCUMENTS DO I NEED?

Birth Certificate—Required to get a driver's license, passport, social security card and to prove your identity. Records are available if you were born in Los Angeles County. If you were born outside of L.A. County or California, you will need to go through a different process.

Social Security Card—You need a Social Security number to get a job, collect Social Security benefits and receive some other government services. Do NOT carry your card with you. Keep it in a safe place with your other important papers.

California ID—DMV issues ID cards to people at any age. The ID card looks like a drivers license, but is used for identification purposes only. A regular ID card is valid for six years. When you get your driver's license, that will replace your ID card. The ID card is good for proving who you are at the bank, for work or school. It is something you should always carry.

WHY DO I NEED THESE DOCUMENTS?

Employers need to make sure you are who you say you are. They are also needed to prove you are a U.S. citizen. If you are not a U.S. citizen or a lawful permanent resident of the U.S., you need to apply for a US Citizenship and Immigration Services (USCIS) - Issued Employment Authorization Document (EAD). You can apply for an EAD by filing [Form I-765](#) or by mail with the USCIS Regional Service Center. For more info, call 800-870-3676.

I DON'T HAVE THESE DOCUMENTS. WHAT DO I DO?

To get your Birth Certificate:

Visit the Los Angeles County Registrar-Recorder/County Clerk's [website](#).

If you are 18 or older YOU can request it. If you are under 18, your caregiver can request it.

You will have to pay \$28. If you are in the Independent Living Program (ILP), save your receipt and [request a reimbursement](#).

To get your Social Security Card:

Visit the Social Security Administration [online](#).

If you are 18 or older YOU can request it. If you are under 18, your caregiver can request it

It's FREE!

To get your California ID:

Visit the DMV [website](#).

If you are 18 or older, YOU can request it. If you are under 18, your caregiver can request it.

The card costs \$32, BUT ask your social worker or ILP Coordinator for the Reduced Fee form, so you can pay less (\$9). If you are in the Independent Living Program, save your receipt and request a reimbursement.

IMPORTANT: If you apply for any of these documents, they will be mailed to you so, please make sure you have a good, safe address that they can go to. If you're not sure, talk to your social worker, probation officer or caregiver.