

## REQUIRED SUMMER YOUTH EMPLOYMENT PROGRAM DOCUMENTS

### Proof of Identity

- Birth certificates can be obtained from the Bureau of Vital Statistics, a division of the City Clerk's Office.  
Contact Vital Statistics by calling 518-434-5045.

Birth Certificate



NYS Driver/Non-Driver's License



**4. Proof of Age**  
Any of the following copies will be accepted:

Alien Registration Card



Benefit Card



Valid U.S. Passport



**MUST BE SIGNED**

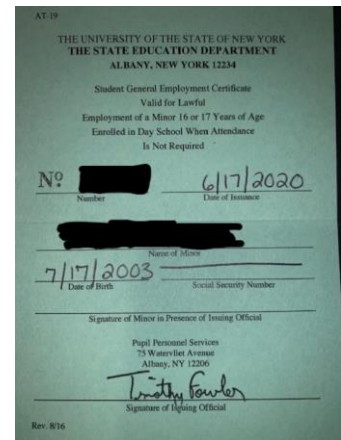
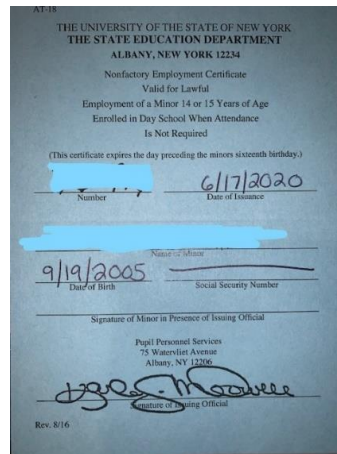
### Social Security Card

- Social Security Cards can be requested at the social Security office Call 866-253-9183 or Visit their website [www.ssa.gov](http://www.ssa.gov)



### Working Card

- Working cards can be obtained from your Schools guidance counselor
  - A physical examination will be need to obtain a copy
  - The required working card depends on your age. **If you 14-15 years old you will need the blue working card; If you 16-17 years old, you will need the green working card**



### Proof of Income

- Award Letter can be requested from Albany County Department of Social Services By phone 518.447.7300 or in person at 162 Washington Ave, Albany, NY 12219
- Unemployment Benefits can be found online: [www.labor.ny.gov/signin](http://www.labor.ny.gov/signin)
- Paystubs (provided by employer)
- SSI/SSD can be requested from social security office Call 866-253-9183 or visit their website: [www.ssa.gov](http://www.ssa.gov)