

## WISCONSIN NATIONAL AND COMMUNITY SERVICE BOARD AMERICORPS MEMBER ELIGIBILITY CONFIRMATION

**Use of form:** The AmeriCorps Provisions require all subgrantees of the Corporation for National and Community Service to verify citizenship, age, and education to determine eligibility for AmeriCorps service. The Wisconsin National and Community Service Board requires all subgrantees to complete all sections of this form to determine an individual's eligibility for AmeriCorps prior to enrollment. Failure to use this form could result in findings of unallowable costs, program probation and / or contract termination.

**Instructions:** Parts 1, 2, and 4 of this form are to be completed by an AmeriCorps program staff person. Part 3 must be completed by the AmeriCorps member. Wisconsin Act 315, Statute 69.24 prohibits the copying of birth certificates, with a few exceptions (610.50) that do not apply to AmeriCorps programs. **Original certified birth certificates must be issued by a government agency; hospital-issued birth certificates do not satisfy the requirements of this form.** The program must keep a signed complete original of this form in each member file.

Program Year  From <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span> To <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span> (yyyy) (yyyy)	Name – AmeriCorps Member  <span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>
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### 1. U.S. Citizenship or Permanent Resident Alien Status

Yes I have reviewed at least one of the following original certified documents to confirm the individual's U.S. citizenship or resident alien status.

Document	Document I.D. No.	Name – Issuing Agency and State	Date Issued (mm/dd/yyyy)
Government issued birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
Unexpired U.S. passport	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
FS-240. Report of birth abroad of a U.S. citizen issued by the State Department	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
FS-545. Certificate of birth – foreign service issued by the State Department	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
DS-1350. Certification of report of birth issued by the State Department	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
N-560 or N-561. Certificate of U.S. Citizenship	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
N-550 or N-570. Certificate of U.S. Naturalization	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
I-551. Alien Registration Receipt Card (a/k/a Permanent Resident Card since 12/98)	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
USCIS Form I-94. Departure Record indicating U.S. Citizenship and Immigration Services (INS prior to 03/2003) has approved it as temporary evidence of lawful admission for permanent residence	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
Passport indicating that USCIS has approved it as temporary evidence of lawful admission for permanent residence	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>

Document	Document I.D. No.	Name – Issuing Agency and State	Date Issued (mm/dd/yyyy)
Secondary documentation: If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien.			

**2. Age**

I have reviewed the following photo ID(s) to confirm the individual's eligibility and / or confirm the individual's age:

Yes	No	Document	Document I.D. / Serial No.	Birth Date (mm/dd/yyyy)	Name – Issuing Agency and State	Date Issued (mm/dd/yyyy)
<input type="checkbox"/>	<input type="checkbox"/>	State-issued driver's license				
<input type="checkbox"/>	<input type="checkbox"/>	State-issued ID card				
<input type="checkbox"/>	<input type="checkbox"/>	Other government issued ID(s) – List below.				

Provision IV.C. requires that individuals under eighteen years of age provide written consent from a parent or legal guardian to participate in AmeriCorps.

I, \_\_\_\_\_ provide consent for \_\_\_\_\_ to participate in AmeriCorps.

\_\_\_\_\_  
 Name – Parent or Legal Guardian (Print)

\_\_\_\_\_  
 Name – Member (Print)

\_\_\_\_\_  
 SIGNATURE – Parent or Legal Guardian

\_\_\_\_\_  
 Date Signed (mm/dd/yyyy)

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**3. High School Diploma or Equivalency**

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I certify, under penalty of law, that I,

[Redacted] Name – AmeriCorps Member (Print) ×

have a high school diploma OR equivalency  
OR

will work to obtain a high school diploma, GED, or HSED during my term of service AND obtain a high school diploma, GED, or HSED prior to using my education award AND have not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member.

[Redacted] ×

\_\_\_\_\_  
SIGNATURE – AmeriCorps Member

\_\_\_\_\_  
Date Signed (mm/dd/yyyy)

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**4. Certification by AmeriCorps Program Staff**

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I certify that

[Redacted] is eligible to participate in AmeriCorps.

[Redacted] ×

\_\_\_\_\_  
Name – AmeriCorps Program Staff Person (Print)

\_\_\_\_\_  
SIGNATURE – AmeriCorps Program Staff Person

[Redacted] ×

\_\_\_\_\_  
Title – AmeriCorps Program Staff Person (Print)

[Redacted] ×

\_\_\_\_\_  
Date Signed (mm/dd/yyyy)