Day O.N.E. Checklist:

- Documents REQUIRED for completion of I-9 Employment Verification Form (For full I-9 instructions or to see the list of acceptable documents please click this link)

- If you need a social security card please apply for one prior to attending Day O.N.E. and bring the receipt. Please visit the Social Security Office link (office locator)

- Direct deposit information (routing number and account number)

- Documentation for benefits enrollment (if enrolling dependents)*

- Write down the social security numbers of your beneficiaries (for life insurance)

- Veteran documentation (For qualifications) if applicable

- Foster Youth documentation (For qualifications) if applicable

- Vehicle Information- Model/Style and License Plate Number (for parking pass)

*Note- Social security numbers are necessary for adding dependent(s) on your insurance plan; proof of eligibility (birth certificate, marriage license, adoption papers or other legal documents) will be required to add dependents to any insurance plans.