Avoiding Common Issues and Pitfalls
Handout 1

Sample Only

Refer to AmeriCorps regulations and provisions to ensure your compliance

[NOTE: THIS SAMPLE IS NOT APPROVED BY CNCS]

AmeriCorps
Member Eligibility Verification Form
See 45 CFR §2522.200 (c, d, and e) Participant Eligibility Requirements

Member Name: ____________________________

MyAmeriCorps Enrollment Date: ______________ Date notified as not verified: ______________

Date requested documentation (from member): ____________________________

Date received documentation (from member): ____________________________

Date document sent to National Service Hotline: ____________________________

Any one (1) of these listed documents is adequate verification of eligibility. A social security card is not adequate documentation to confirm citizenship or resident alien status.

### Proof of Eligibility

- [ ] Birth Certificate from one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands
- [ ] Valid U.S. Passport issued to the individual as a U.S. citizen
- [ ] U.S. Department of State Form FS-240, Report of Birth Abroad of a Citizen of the USA
- [ ] U.S. Department of State Form FS-545, Certification of Birth Abroad
- [ ] U.S. Department of State Form DS-1350, Certification of Report of Birth
- [ ] Certificate of U.S. Naturalization (Form N-550 or N-570)
- [ ] Certificate of U.S. Citizenship (Form N-560 or N-561)
- [ ] Permanent Resident Card (Form I-551)
- [ ] Alien Registration Card Receipt (Form I-551)
- [ ] A passport indicating that U.S. Citizenship & Immigration Services (USCIS) has approved it as a temporary evidence of lawful admission for permanent residence
- [ ] An Arrival-Departure Record (Form I-94) indicating that the USCIS has approved it as a temporary evidence of lawful admission for permanent residence
- [ ] Other – If one of the above primary documents is not available, the program must obtain written approval from the Corporation for National and Community Service that other documentation is sufficient to demonstrate the individual’s status as a U.S. citizen, U.S. national, or lawful permanent resident. Retain approval from CNCS in the member file.

Document Identification Number (if applicable): ____________________________

Member determined as: [ ] Eligible, can serve [ ] Not Eligible, cannot serve

Date MyAmeriCorps updated: ____________________________

By signing below I certify that I have reviewed the above checked document and believe it to be an authentic original document.

__________________________  ____________________________
Signature of Authorized Program Official Date