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## ***Removing Barriers: Required Documentation & How To Get It***

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*In order to access employment, training programs, and service programs, an applicant needs to provide proof of eligibility. Not having it can sometimes delay enrollment process. Delays like this prevent jobseekers who experience barriers to employment from moving forward with their goals.*

*This section gives instruction on how to obtain some of the most vital documents, so that jobseekers can pursue their goals with more convenience.*

### **Photo ID**

The below resource will help a person obtain an ID no matter what barriers are in the way.

**How To Apply:** Go To <https://www.spreadthevote.org/voters>

**Driver's License:** Depending on an individual's desires and needs, a valid driver's license might be the best route when considering photo ID. For current vehicle owner's, a valid driver's license is a significant to one's safety. For those who might one day be a vehicle owner, passing a driving exam or renewing an expired license, is a productive step to take. If an individual only needs to renew their license, it might be the fastest route to obtaining valid photo I.D.

- **How to Apply:** Go to <https://driverslicenseassistance.org/index.html>
- **Cost:** The highest cost is usually \$25. Additional \$9 if above the age of 80.

### **Birth Certificate**

A new birth certificate is \$22 and can be obtained within 24 hours.

**Required Documentation:** Go to <https://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>

**How To Apply:**

- Not born in Texas? Contact the vital records department of the state client was born. Go to the <https://www.cdc.gov/nchs/w2w/> to get started.
- Texas-born applicants can order online, by U.S. postal mail, or in-person at the Vital Records office in Austin.
  - In Person: 1100 W. 49th St. Austin, TX 78756 Monday–Friday 8 am–5 pm
  - <https://www.dshs.state.tx.us/vs/reqproc/Ordering-Birth-Certificates-by-Mail/>
  - [https://www.dshs.state.tx.us/vs/reqproc/certified\\_copy.shtm](https://www.dshs.state.tx.us/vs/reqproc/certified_copy.shtm)
  - If born in Austin City limits: <https://www.austintexas.gov/birthcertificates>
- Acceptable IDs to process an application: <https://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>

### **Social Security Card**

One can get an original Social Security card or a replacement card if lost or stolen. There is no charge for a Social Security card.

**Required Documentation:**

- Age: Birth Certificate. Check <https://www.ssa.gov/forms/ss-5.pdf> for possible alternatives
- Identity: state-issued DL, state-issued ID card, passport, or federal employment ID

**How To Apply:** Go online at <https://www.ssa.gov/forms/> to fill out the application for a new SSN Card and bring to SSA Office.

**OR**

Go to the local Social Security Assistance (SSA) Office: 1029 Camino La Costa, Austin, TX 78752

- Phone: 1-866-627-3724
- Text Telephone (TTY): 1-512-206-3724
- Hours: Monday-Friday 9am-4pm, closes at noon on Wednesday

**OR**

Use a *my Social Security* account to request a replacement Social Security card online if you:

- Are a U.S. citizen age 18 years or older with a U.S. mailing address;
- Are not requesting a name change or any other change to your card; and
- Have a driver's license or a state-issued identification card from one of the many participating states
- If your state does not yet participate in this service, check back soon. More states are added regularly.
- See: <https://faq.ssa.gov/en-us/Topic/article/KA-02017>

### **Quick Guide: Documentation Needed to Access Public Systems**

*This chart offers a Quick Guide for what MOST service access points will require for enrollment. This has been taken from the Goodwill Central Texas website. Always verify with service provider staff on what is needed and what is valid proof.*

<b>Must Prove:</b>	<b>Identity</b>	<b>Authorization to Work</b>	<b>Proof of All Household Income for the Past 30 Days</b>	<b>Residence</b>	<b>Veteran Status (if applicable)</b>
<b>Documents To Bring To Prove Different Edibility Requirements</b>	Government-Issued ID	Birth Certificate	Paycheck stub	Government-Issued ID (with current address)	DD-214 with Character of Service
	Driver's License	Social Security Card	Temporary Aid for Needy Families (TANF)	Lease Agreement	Military ID or Veteran ID
	Passport	Permanent US Residency Identification Card (Green Card)	SSI or SSDI	Utility Bill	Statement of Service from VA
		US Government Issued Authorization to Work	Unemployment, disability or worker's compensation	Voter Registration Card	
			Alimony	Statement from landlord or social services agency that includes address	
			Pensions		
			Military Family Allotments		