

SuccessLink Youth Employee Documents Check-List

- ★ Complete ALL necessary tasks on City of Boston-SuccessLink employee onboarding portal
- ★ Scan and upload hiring documents to onboarding portal

The following is a list of accepted documents to be uploaded to your employee profile. **Copies of these documents ARE NOT ACCEPTED. A full listing of documents that may be used for I-9 verification can be found [here](#).**

1) Proof of US Citizenship or Alien Resident status, Proof of Age (must present one of the following)

- U.S. Birth Certificate (issued within the United States)
- Alien Resident Card (must be valid – cannot be expired)
- Puerto Rican Birth Certificate (must be dated on or after 07/01/10 to be valid)
- Foreign Passport with Visible I-551 Stamp (must be valid – cannot be expired)
- Employment Registration Card (must be valid – cannot be expired)
- Certificate of Citizenship or Naturalization
- U.S. Passport (must be valid – cannot be expired)

2) Proof of Social Security Card

- Original Social Security Card MUST be presented. **A receipt from the Social Security Administration, 1040 tax forms and approved public housing lease letters with the SSN will serve as a placeholder. Employees cannot begin work until the original Social Security Card has been submitted to YEE.**

3) [Massachusetts Youth Employment Permit \(under 18 only\)](#)

- This link above will bring you to a blank MA Work Permit Application form. The application must be printed and completed by the employer (the SuccessLink Partner Organization or the YEE office), a doctor (if the youth is 14 or 15 y/o), a parent/guardian, and the youth who will be working. Please [click here](#) for more information about the permit process.

4) [SuccessLink Employee Contract](#)

- Please read through the contract and sign. It requires a parent/guardian signature if youth is under 18 years old.

5) Proof of School Enrollment & Boston Residency¹

Boston Public School, Boston Charter School, and METCO Student Requirements:

Must present ONE (1) of the following documents from this section: Section I

- Current BPS Aspen “Info” page or Current online student management profile page showing profile and home address
- Current year Report Card OR Progress Report
- Signed letter from school administrator on school letterhead with youth’s home address listed from current school year

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- Current student ID card/ BPS One Card **AND Present ONE (1) of the documents from section II below:**

Private School and Non-BPS Student Requirements:

Must present ONE (1) of the following documents from this section: Section I

- Current online student management profile page showing profile and home address
- Current year Report Card OR Progress Report
- Signed letter from school administrator on school letterhead with youth’s home address listed from current school year

-----AND-----

-- **Present ONE (1) of the following documents from this section: Section II** ★ These documents can be in parent/guardian name but should match school proof home address. ★ These documents are only accepted if issued within 90 days from today.

- Gas or Oil Bill Electric Bill Cable Bill Home Phone Bill Current Lease Agreement Bank Statement Credit card statement Water Bill Car Registration or Insurance (must be current) A Letter from an Approved Government Agency⁴

¹This residency policy does not apply to homeless or displaced youths. Please call ahead for more information if you are homeless or displaced.

²Please follow these links for a full listing of [Boston Public Schools](#), [Boston Charter Schools](#), and [METCO school districts](#).

³A letter has to include letterhead, an address that matches the school proof address, and the name of youth or parent/guardian. ⁴Approved government agencies: Department of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, Commonwealth of Massachusetts