



## 2017 Required Documents

### 1. Applicant Identification

	Driver's License/State issued ID
	School ID
	Current U.S. Passport
	Most <b>recent</b> photo identification card (Library)

### 2. Proof of Residence

	Most <b>recent</b> utility bill, telephone bill, cable bill with last name and address
	Housing rental contract, lease agreement, purchase contract, mortgage statement,
	Deed or property tax statement

### 3. Social Security Card

	Health Insurance Card with Social Security Number pre-printed
	Social Security Card ( <i>receipt of applying for SS card will not be accepted</i> )

### 4. Verification of Education

	Most <b>recent</b> copy of school report card, progress report or college transcript.
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### 5. MPLOY Letter of Recommendation

	<b>High School and Middle School Students</b> The official MPLOY recommendation form <b>must</b> be obtained online at <a href="http://cityofmemphisyouth.org">cityofmemphisyouth.org</a> . This form <b>must</b> be signed by your school teacher, counselor or principal. This form is invalid without official school seal or stamp.
	<b>College Students</b> Must submit letter of recommendation from one of your college professors via email to <a href="mailto:MOYSmgmt@memphistn.gov">MOYSmgmt@memphistn.gov</a> .
	<b>Out of School Workers</b> Must submit a letter of recommendation from a previous employer. If you do not have any previous work experience please submit a letter of recommendation from a community leader or mentor.

### 6. Proof of Age 14-21 (*Copy of birth certificate, if D.O.B. is not on your picture ID*).

	Birth Certificate
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