



It is very important to contact me **BEFORE** sending me your Employment Authorization Document (EAD) application. Please do not send me your application until you have contacted me. If the EAD application is received prior to contact with me, the processing of your application could be delayed up to 10 business days due to an external United States Government pre-notification requirement.

Please read this slideshow carefully. **You will need to read every single slide.** If you do not read each slide and follow its instructions carefully, your application could be **rejected**. If you have any questions or concerns, please contact me immediately. If the application packet is sent to me completed correctly at the beginning of the process, it will ensure that there are no delays with the submittal of your application.

# Working in the United States

## Who can apply for an EAD and Social Security Card?

- Spouses who are habitually residing with and legally married to the principal member, and are in possession of a derivative visa (NATO-2).
- Unmarried dependent children between the ages of 16 and the day before the 21<sup>st</sup> birthday, and are in possession of a derivative visa (NATO-2). However, a child who is between the ages of 13 and 15, who has a job offer in hand, on company letterhead and signed by both parents as well as a Certificate of Labor in the state in which they reside may be granted an EAD at the discretion of the U.S. Government.
- Unmarried dependent children between the ages of 21 and the day before the 25<sup>th</sup> birthday, and are in possession of a derivative visa (NATO-2).
  - **Of note: Once the dependent is 21 years old, they must be enrolled in full-time, post-secondary education in order to continue their eligibility for an EAD. An enrollment Verification letter from the university registrar's office must be provided on official letterhead stating the student's name, date of enrollment and expected date of graduation. A curriculum must also be provided confirming full-time attendance, meaning a minimum of 12 credit hours per semester. If the current semester is coming to an end, the enrollment verification letter must indicate that the applicant is enrolled as a full-time student for the upcoming semester or term.**
- Unmarried dependent children who are physically or mentally disabled, and are in possession of a derivative visa (NATO-2). A letter must be provided from a physician, dated within the last 6 months confirming that the dependent child is disabled and dependent on his/her parent.

# Working in the United States

## What documents do I need to obtain in order to be able to legally work in the United States?

- Dependents of NATO-2 visa holders must obtain employment authorization before they may lawfully work in the United States. Working without authorization may lead to a number of negative consequences, such as Department of Homeland Security (DHS) terminating the alien's immigration status, DHS removing the alien from the United States, as well as the possible loss of any applicable privileges and immunities.
- U.S. law requires dependents to be in possession of an Employment Authorization Document (EAD) and a United States Social Security Card (similar to the Canadian Social Insurance Number) before commencement of employment. While waiting for your documents to be delivered to you via U.S. mail, you may seek and accept employment, you may not actively work until the documents arrive.
- **Of note: The EAD allows applicable dependents the ability to apply for EI from Service Canada.**

## I don't want an EAD but U.S. companies, such as banks, credit card companies and the DMV are asking for a Social Security Number.

- The EAD and Social Security Card can only be applied for and obtained for **the sole purpose** of working in the United States. These documents are not issued to help you obtain credit or be issued a driver's license. These cards are not to be used as a "cure all" for any issues that you are having in the United States.
- Dependents who have not obtained work authorization and do not plan to work can visit a local United States Social Security Administration Office and request a denial letter (SSA-L676), which states that the individual is not eligible for a Social Security Number. You can then present this letter to banks, vendors and other agencies that insist on a Social Security Number. This letter does not affect an individual's ability to request a Social Security Number in the future.

## Do I need an EAD if I am working remotely in the United States?

- Dependents living in the United States that are teleworking for a foreign company **do** require an EAD even if being paid in foreign currency to a foreign bank account.
- Dependents living in the United States that are teleworking for the Canadian Government **do not** need an EAD.



# Basic Process

- I am contacted by the EAD application applicant for EAD process information. I request additional information from the applicant in order to satisfy a United States Department of State pre-notification requirement. Once the additional information requested from the applicant is provided to me, I then “pre-notify” the Department of State eGov system of an impending EAD application. The eGov system generally accepts the notification within five business days.
- The EAD application packet is provided to me at the Canadian Forces Support Unit Colorado Springs, Colorado by the EAD applicant.
- I then endorse the EAD application packet, prepare the Command Verification Letter and then send the entire EAD application packet to the Department of State, Office of Foreign Missions (OFM) located in Washington, D.C.
- The Department of State, Office of Foreign Missions then reviews and endorses the EAD application packet.
- Once endorsed, the Department of State, Office of Foreign Missions sends the EAD application packet to the United States Citizenship and Immigration Services (USCIS) National Processing Center located in Lincoln, Nebraska.
- Upon receipt of the EAD application packet, USCIS will send the applicant a Notice of Receipt (Form I-797C) via regular mail. Once received, the applicant can use this receipt number to look up the processing status and USPS tracking number of the EAD card at <https://egov.uscis.gov/casestatus>.
- If clearly approvable, USCIS (decision makers) adjudicates the EAD application packet and issues the EAD card. If the EAD applicant receive a Request for Evidence (RFE), Form I-797E, please contact me immediately so that I can provide the required documentation to USCIS by the deadline stated or the application will not be processed by USCIS. Please do not send any documents directly to USCIS as there is a specific protocol that must be followed when submitting evidence to USCIS.
- Within four weeks of receiving the EAD in the mail, **first time EAD applicants** should receive the United States Social Security Card in the mail. If the applicant does not receive the United States Social Security Card in the mail within four weeks of receiving the EAD, please visit your local Social Security Administration Office for issuance.



# Processing Time

- Due to logistical challenges caused by COVID-19, the current approximate processing time for Dependent Employment Work Authorization requests is 14-16 weeks after I have submitted the EAD application packet to the Department of State, Office of Foreign Missions, provided the complete EAD application packet is delivered to me without mistakes or missing documents. Any corrections or missing documents will delay the process for an unspecified amount of time. An initial EAD is only valid for three years. EAD renewals are only valid until the CAF member's tour expiry date.
- **The Office of Foreign Missions does not permit me to check the status of an EAD application until 14 weeks have passed after submittal.** The Office of Foreign Missions is working diligently to process cases; however, the number of individuals emailing the Office of Foreign Missions for an EAD status update on a daily basis makes it impossible to respond in a timely manner and process applications expeditiously. With that being said, **the Office of Foreign Missions requests that applicants DO NOT contact them directly, instead, please liaise with me in order to obtain information and updates on EAD services after 14 weeks.**
- EAD applications will be processed by the Office of Foreign Missions based on the following priority:
  - Renewals
  - Applicants with confirmed and verifiable offers of employment
  - Applications that were returned to Mission
  - All others
- If this is your very first EAD, the United States Social Security Card should arrive via regular mail within four weeks of receiving the EAD. If the United States Social Security Card does not arrive within four weeks of receiving the EAD in the mail, you will need to visit/make an appointment with your local United States Social Security Office as I am not allowed to check the status of this particular document.
- **Applicants may apply for a renewal of their Employment Authorization Document a maximum of 180 days prior to expiry.** It is a common misconception during the EAD renewal application process that a NATO-2 visa holder's EAD is eligible for an Automatic Employment Authorization Document Extension. This automatic extension does not apply to you as your EAD renewal is not under a category that is eligible for an automatic extension.
- As the processing of all applications goes through two of the largest U.S. government agencies, I have **NO CONTROL** over how long the processing takes. There is **NO** expedited service, ever.
- Please do not compare wait times with other dependents as each application is unique.

# Tax Obligations of EAD Holders

- It is the obligation of all EAD holders to file taxes with the United States Internal Revenue Service (IRS) and applicable State Revenue Departments. NATO-2 visa EAD holders may file a 1040 or 1040 NR form.
- Individual tax considerations differ greatly and personal taxes are not the responsibility of the CAF. The Canadian Forces Support Unit Colorado Springs nor the Office of Foreign Missions will provide any tax advice to individuals. Further, dependents possessing “**Canadian Residency Status**” may also be required to declare World Income to CRA.
- Individuals are urged to consider hiring a tax attorney if circumstances are complicated.
- **For EAD Renewals ONLY**, for each tax year during the validity of your most recent EAD, where taxes are filed, please obtain an “**Account Transcript**” from the IRS and a signed and dated copy of your state tax return, where applicable. For each tax year during the validity of your most recent EAD that you did not work, you will need to provide a dated and signed by the applicant and military member Statutory Declaration certifying that the applicant earned no income. Unpaid internships and pro bono work should be included in this Statutory Declaration. Account Transcripts and/or Statutory Declarations are required to accompany the EAD renewal application. If applicable to the applicant’s EAD renewal application, I will provide the Statutory Declaration to you for your convenience. **Of Note – If it has been more than seven years since your most recent EAD has expired, please let me know as some of the tax documentation may not be required. Every situation is different.**
- **Obtaining documents from the IRS can take a very long time to receive, so please do not wait until the last minute to request your documents.** You can request the needed documents by visiting [Online Transcript](#). If for some reason you are not able to use the online system to request your needed documents, you may call the IRS transcript line at (800) 908-9946. You may also request your documents by mail by using IRS [Form 4506-T](#).
- Please be aware that if your current address is different from the address on your tax returns, you will need to file a Change of Address IRS [Form 8822](#) before requesting an Account Transcript.
- Please contact me if you have any questions or concerns reference the **Account Transcript** or **Statutory Declaration**.



# EAD, EAD Renewal and SSN Application Packet Checklist

- Clear, color copy of the military member and applicant's Canadian Green Passport, United States Visa (page containing photo and identifying information) and I-94.
- Clear, color copy of the front and back of the most recent EAD (only applicable for applicants who have ever held an EAD in the past and for renewal applications).
- Clear, color copy of the front and back of the applicant's United States Social Security Card (only applicable for applicants who have ever been issued a United States Social Security Card).
- Clear, color copy of the official marriage certificate (only applicable if the principal alien (military member) and applicant's last names differ), in English. Please provide a translated version of your marriage certificate if it is in another language. Please note that **A Record of Solemnization of Marriage (received the day you got married) is not adequate for the EAD application.**
- One signed Form [I-765](#) – Application For Employment Authorization. When printing, please do not double side this document.
- One signed Form [I-566](#) – Interagency Record of Request – A, G, or NATO Dependent Employment Authorization or Change/Adjustment To/From A, G, or NATO Status. When printing, please do not double side this document.
- Two color EAD specific photographs.
- Copy of the military member's posting message.
- **For EAD Renewals**, an IRS “**Account Transcript**” for each tax year during the validity of your most recent EAD where taxes were filed because you were working, a Statutory Declaration for each year during the validity of your most recent EAD where taxes were not filed because you did not work or a combination of both (for renewal applications or for any applicant who has ever worked in the United States in the past). If applicable, a dated and signed copy of your State Tax Return for each year during the validity of your most recent EAD where taxes were filed. **The validity period of the NATO-2 visa must have more than four months remaining when the EAD renewal application is submitted. Otherwise, a new NATO-2 visa must be obtained.**
- Applicable university information for dependents between the age of 21 and the day before the 25<sup>th</sup> birthday or a letter must be provided from a physician, dated within the last 6 months confirming that the dependent child is disabled and dependent on his/her parent.



# How to Complete Form I-765 (Application for Employment Authorization)

- Always make sure that you are completing the most up-to-date version of this form - [I-765](#). **Before you begin, please enable Java Script. This is the yellow bar located at the top of this form.** This form must be typed in **black ink** only, all UPPERCASE letters. Please do not complete this form by hand except where indicated. All signatures and dates must be in **black ink** only. This form will be rejected if not signed and dated in **black ink**. Only one copy of this form is required with an original signature. This signed form cannot be sent to me via fax or by email.

## ➤ PART 1

- Part 1 is self-explanatory.

## ➤ PART 2

- Part 2, numbers 1.a. through 7.d. are self-explanatory. **Your physical address should not be different than your mailing address, which is also applicable to those dependents who are away at University.** Please do not leave the “**Other Names Used**” section blank, if you are still using your birth name, please type “NONE” in 2.a.
- Part 2, number 8, If this is your first EAD, please type “NONE” in this box. If you have ever had an EAD at any point in your life, please type your A-Number, also known as your USCIS #, in this box. You can find your “A-Number”, also known as your USCIS #, by looking on the front of your current or expired EAD. If you do not have your expired EAD, please type “UNKNOWN”.
- Part 2, number 9, Please type “NONE” in this box.
- Part 2, numbers 10-12 and 13.a. are self-explanatory.
- Part 2, number 13.b., Please type your United States Social Security Number (SSN) in this box. If you have never been issued a United States SSN, please type “NONE” in this box. If you do not have your previously issued United States Social Security Card and do not know what the number is, please type “UNKNOWN”.

## How to Complete Form I-765 (continued)

- Part 2, number 14, If you do not have a United States SSN, please click “Yes”. By clicking “Yes”, you are asking the United States Social Security Administration (SSA) Office to issue you a SSN along with your EAD. If you do have a United States SSN, please check “No” and skip to number 18.a. and 18.b. which are self-explanatory.
- Part 2, number 15, If you do not have a United States SSN, please click on “Yes”. By clicking “Yes”, you are authorizing disclosure of information from your application to the United States Social Security Administration (SSA) Office as required for the purpose of assigning you a SSN and issuing you a Social Security Card. This allows you to bypass having to physically go to the SSA Office and apply for your SSN. After you have received your EAD in the mail, the SSN should arrive within four weeks. **If your SSN does not arrive in the mail within four weeks of the arrival of your EAD, please contact me.**
- Part 2. numbers 16.a. through 17.b., If you do not have a United States Social Security card, these questions are self-explanatory.
- Part 2, numbers 18.a. through 20 are self-explanatory.
- Part 2, number 21.a., Please type in your most recent I-94 number in this box. **Instructions for obtaining this information will be explained in the slide titled “How to Obtain Your Most Recent I-94 and Travel History”.**
- Part 2, 21.b. is self-explanatory.
- Part 2, 21.c., Please leave blank.
- Part 2, 21.d. through 21.e. are self-explanatory.
- Part 2, number 22-23, This information can be found in your travel history. **Instructions for obtaining this information are explained in the slide titled “How to Obtain Your Most Recent I-94 and Travel History”.**
- Part 2, numbers 24 and 25, Please type “NATO-2” in each box.

# How to Complete Form I-765 (continued)

- Part 2, number 26, Please leave blank.
- Part 2, number 27, Please type “C” in the first box and “7” in the second box. Please leave the third box blank.
- Part 2, number 28.a. through 31.b., Please leave blank.

## **PART 3**

- Part 3, number 1.a., Please check this box.
- Part 3, number 1.b., Please leave blank.
- Part 3, number 2, Please leave blank unless the applicant is under the age of 18. If this is the case, please check the box and type in the principal alien's name (military member) in this box.
- Part 3, numbers 3 through 7.b. are self-explanatory.

## **➤ PART 4**

- Part 4, Please leave this section blank unless you feel like you should complete this section. If that is the case, please contact me first.

# How to Complete Form I-765 (continued)

## ➤ PART 5

- Part 5, Please leave this section blank unless someone else completed the application for you. Also, if the applicant is below the age of 18, please place the principal alien's (military members) information in numbers 1.a. through 8.b. **Please leave number 7.b. blank for all cases.**

## ➤ PART 6

- Part 6 numbers 1.a. through 2 should be prefilled. If, for some reason, these numbers are not prefilled, please handwrite your Family Name, Given Name, Middle Name and your A-Number in the appropriate boxes. If you do not have an A-Number, please handwrite "NONE" in the box. Please leave numbers 3.a. through 7.d. blank.

➤ **Of Note – Some versions of this form will not allow typing in every box. If this is the case with your application, please handwrite in capital letters in BLACK INK ONLY any answers that the form does not allow you to type in.**

➤ **Of Note - if you have ever held an EAD, no matter how many years ago it may have been, you are applying for a renewal.**

➤ **Of Note - Please do not type in your Canadian Social Insurance Number into number 13.b. This is for the United States Social Security Number.**

➤ **Of Note - To remove the "Don't Forget to Sign" notice, make sure that you have enabled Java script on the form. This is the yellow bar at the top of the form when you open it. The date on the forms must be within 10 days of when I receive the application packet. Please do not date the forms until you are ready to provide/send them to me.**

# How to Complete Form I-566 (Interagency Record of Request)

- Always make sure that you are completing the most up-to-date version of this form. You can find the most up-to-date form at [I-566](#). **Before you begin, please enable Java Script. This is the yellow bar located at the top of this form.** This form must be typed in **black ink** only, all UPPERCASE letters. Please do not complete this form by hand except where indicated. All dates and signatures must be in **black ink** only. This form will be rejected if not signed in **black ink**. One copy of this form is required with original signatures. This signed form cannot be sent to me via fax or by email.
- This form is a dual use form. Do not worry if some parts of this form do not make sense. If you are confused, please contact me and I will clarify as needed.
- **PART 1**
  - Part 1, numbers 1.a. through 9 are self-explanatory.
  - Part 1, number 10, If this is your first EAD, please leave this box blank. If you have ever had an EAD at any point in your life, please type your A-Number, also known as your USCIS #, in this box. You can find your “A-Number”, also known as your USCIS #, by looking on the front of your current/expired EAD. If you do not have your expired EAD, please type “UNKNOWN”.
  - Part 1, number 11, Please type in your United States Social Security Number in this box. If you do not yet have a United States Social Security Number, please type the word “NONE” in this box. If you do not have your previously issued United States Social Security Card and do not know what the number is, please type “UNKNOWN”.
  - Part 1, number 12, Please leave this box blank.
  - Part 1, number 13, please type the word “NONE” in this box.
  - Part 1, number 14, Please type either “SPOUSE” or “DEPENDENT CHILD”, whichever is applicable.
  - Part 1, number 15.a., Please type in your most recent I-94 number in this box. Instructions for obtaining this information are explained in the slide titled “How to Obtain Your Most Recent I-94 and Travel History”.
  - Part 1, numbers 15.b. through 16 are self-explanatory.
  - Part 1, number 17, Please type “NATO-2” in this box.

# How to Complete Form I-566 (continued)

## ➤ PART 2

- Part 2, numbers 1.a. through 2.d. are self-explanatory. **The military member's information should be used for All of Part 2.**
- Part 2, number 3, Please make sure this date matches the date of the military member's posting message.
- Part 2, number 4, Please type "CANADIAN ARMED FORCES".
- Part 2, numbers 5 and 6 are self-explanatory.
- Part 2, number 7. Please leave this box blank.
- Part 2, number 8, Please type "NONE" in the box.
- Part 2, numbers 9.a. through 9.d. are self-explanatory.

## ➤ PART 3

- Part 3, number 1, Please check the Employment Authorization box.
- Part 3, number 2.a., Please select "Spouse" or "Son or Daughter" only.
- Part 3, number 2.b., Please check the applicable box only if the "Son or Daughter" is 21 years of age or older.
- Part 3, number 2.c., Please leave this box blank unless the "Son or Daughter" is 21 years of age or older.
- Part 3, number 2.d., Please leave this box blank.
- Part 3, numbers 3.a. and 3.b., Please leave these boxes blank.



# How to Complete Form I-566 (continued)

## ➤ PART 4

- Part 4, number 1.a. or 1.b., Please select this box. Please note that the applicant is the “Requestor” for the purposes of this form.
- Part 4, number 2, Please leave this box blank unless the “Requestor” is under the age of 18. If this is the case, please check the box and type the principal alien’s (military member) name.
- Part 4, numbers 3 through 5 are self-explanatory.
- Part 4, numbers 6.a. and 6.b. are self-explanatory.

## ➤ PART 5

- Part 5, numbers 1.a. through 7.b., Please leave this section blank unless you feel like you should complete this section. If that is the case, please contact me first.

## ➤ PART 6

- Part 6, numbers 1.a. through 8.b., The military member’s information must be provided in this section **if the applicant is under the age of 18**. If the applicant is over the age of 18 and still had someone else prepare this form, the preparer’s information should be provided. Otherwise, please leave these boxes blank.

# How to Complete Form I-566 (continued)

- **PART 7**
  - Part 7, numbers 1.a. through 2 should be prefilled. If, for some reason these numbers are not prefilled, please handwrite in capital letters your Family Name, Given Name, Middle Name and your A-Number in the appropriate boxes. If you do not have an A-Number, please handwrite “NONE” in the box. Please leave numbers 3.a. through 7.d. blank.
  
- **PART 8**
  - Part 8, Please leave all numbers blank as I am the “Certifier” and will be completing this information.
  
- **PART 9**
  - Part 9, Please leave all numbers blank as the United States Department of State will be completing this information.
  
- **Of Note – Some versions of this form will not allow typing in every box. If this is the case with your application, please handwrite in black ink only in capital letters any answers that the form does not allow you to type in.**
  
- **Of Note - To remove the “Don’t Forget to Sign” notice, make sure that you have enabled Java script on the form. This is the yellow bar at the top of the form when you open it. Please do not type in your Canadian Social Insurance Number into number Part 1, number 10. This is for the United States Social Security Number.**
  
- **Of Note – The date on the forms must be within 10 days of when I receive the application packet. Please do not date the forms until you are ready to send them to me.**

# Looking Up the I-94 and Travel History

- As discussed in previous slides, you will need to obtain your most recent I-94 and Travel History as part of completing your EAD application packet. In order to do this, please visit the U.S. Customs and Border Protection website at [I-94](https://www.cbp.gov). Please print out your most recent I-94 and your most recent Travel History.

The screenshot shows the official website of the U.S. Customs and Border Protection. The header includes the U.S. Customs and Border Protection logo and the text "U.S. Customs and Border Protection". Below the header is a navigation bar with links for "HOME", "APPLY FOR NEW I-94", "GET MOST RECENT I-94", "VIEW TRAVEL HISTORY", and "FAQ". The main content area features a large blue banner with the text "Official Site for Travelers Visiting the United States: Apply for or Retrieve Form I-94". Below this banner are three columns of information, each with a blue circular icon and a corresponding button. The first column is titled "Visiting the U.S. & Arriving via a Land Border?" and has a car icon. The second column is titled "Already Visiting & Need Proof of Visitor Status?" and has an I-94 icon. The third column is titled "Need A History Of Your Arrivals & Departures?" and has a travel history icon. A blue arrow points from the third column to the "VIEW TRAVEL HISTORY" button.

Official Website of the Department of Homeland Security

**I-94 Website**  
Travel Records for U.S. Visitors

**U.S. Customs and Border Protection**

**HOME** **APPLY FOR NEW I-94** **GET MOST RECENT I-94** **VIEW TRAVEL HISTORY** **FAQ**

**Official Site for Travelers Visiting the United States:  
Apply for or Retrieve Form I-94**

International travelers visiting the United States can apply for or retrieve their I-94 admission number/record (which is proof of legal visitor status) as well as retrieve a limited travel history of their U.S. arrivals and departures.

**Visiting the U.S. & Arriving via a Land Border?**

An I-94 is issued by all ports of entry except U.S. Citizenship and Immigration Services (CIS) ports of entry. U.S. Citizens, permanent residents, aliens with immigrant visas, and Mexican and Canadian citizens entering by land, air, and sea travel records are issued upon clearing the admission process at the port of entry.

**APPLY FOR NEW I-94**  
(Land Border Travelers Only)

**Already Visiting & Need Proof of Visitor Status?**

A traveler admitted (or re-admitted) into the U.S. must present their *lawful record of admission* (I-94 form) at this website. If someone requests a new admission information, this is the only way to

**GET MOST RECENT I-94**

**Need A History Of Your Arrivals & Departures?**

View your U.S. arrival and departure history for the past 5 years (certain types of travel history may not be provided). Please know, this travel history is a tool to assist you but not an official record for legal purpose.

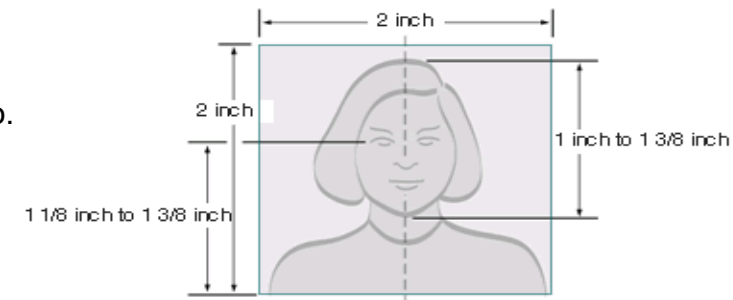
**VIEW TRAVEL HISTORY**

## What to Look for on Your I-94

- Please check your **“Class of Admission”** and make sure that it states N2 as you are here via a United States NATO-2 visa.
- Please check your **“Admit Until Date”** and make sure that it states D/S, which means Duration of Stay.
- As a matter of habit, you should check your I-94 each time you re-enter the United States to ensure that your correct status has been properly recorded. If your **“Class of Admission”** or **“Admit Until Date”** are incorrect, please contact me immediately.
- Please make sure the **“Most Recent Date of Entry”** is the same date as the most recent date of entry on your Travel History. If the two dates are different, please make sure that you add the most recent date to your EAD application (number 22 on the I-765 and Part 1, number 16 on the I-566).
- **Please Note – The “Admission (I-94) Record Number” is the number that you will use on your EAD application (number 21.a. on the I-765 and Part 1, number 15.a. and Part 2, number 9.a. on the I-566).**

# EAD Photo Requirements

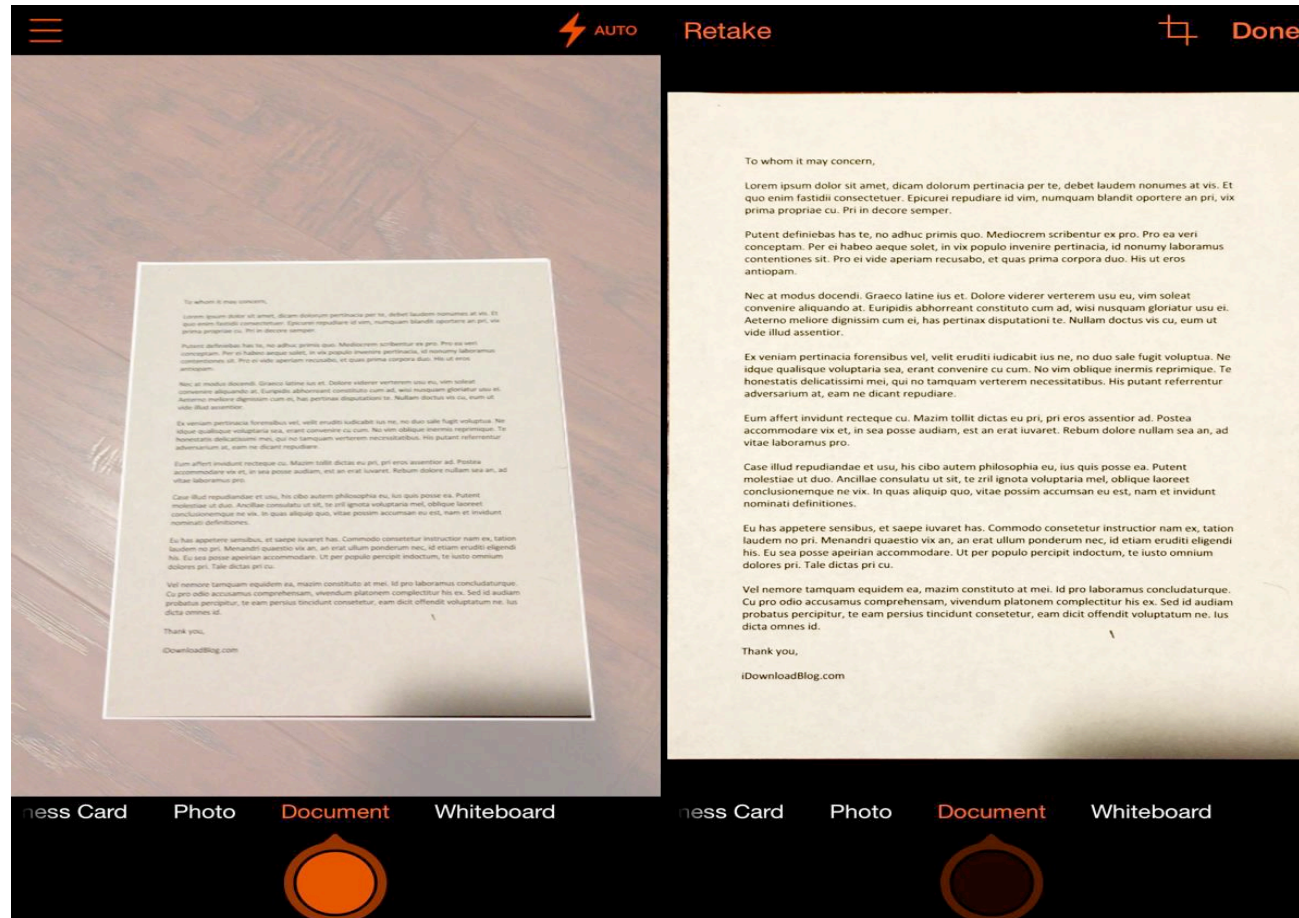
- Two identical color photos are required. Taken within the last 6 months. **Of Note – Colorado Springs personnel may have these photos taken for free at the Peterson Space Force Base Multi-Media Center. Please send me an email if you wish to have these photos taken at Base Multi-Media as there is a form that I must complete for you.**
- Head must face the camera directly with full face in view. Head must be centered with the frame.
- You must have a neutral facial expression or a natural smile, with both eyes open. Taken in clothing normally worn on a daily basis.
- Use a plain white or off-white background. Printed on thin paper with a glossy finish.
- Headphones or wireless hands-free devices cannot be worn. Glasses cannot be worn. Hat or head covering cannot be worn unless:
  - Worn for religious purposes. Please submit a signed statement that verifies that the hat or head covering in your photo is part of a recognized, traditional religious attire that is customarily or required to be worn continuously in public.
  - Worn for medical purposes. Please submit a signed doctors statement verifying the hat or head covering in your photo is used daily for medical purposes.
  - Full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- Be sized correctly:
  - 2 x 2 inches (51 x 51 mm).
  - Head height must be between 1-1 3/8 inches (25 – 35 mm) from the bottom of the chin to the top of the head.
  - Eye height must be between 1-1/8 to 1-3/8 inches (29 – 35 mm) from the top of the eyes to the bottom of the photo.





# Requested Document Copies

- Please do not use your cell phone to take photos of your documents.
- The copies that you provide to me are going to government departments as part of an official record. Clear, preferably color copies are required. If you absolutely must take a photo, please use an app such as CamScanner which will flatten the photo like the example below:





# Marriage Certificate

- Your official marriage certificate is required if your surname differs from that of your spouse.
- **A Record of Solemnization of Marriage (received the day you got married) is not adequate for the EAD application.**
- If your marriage certificate is in French, a translation is required.



## Questions or Concerns??

- I can be reached via telephone at (719) 556-8242, Monday thru Friday, 0900 hrs – 1530 hrs Mountain Time.
- I can be reached via email at [misty.baker@forces.gc.ca](mailto:misty.baker@forces.gc.ca).
- **Please read this slideshow carefully. If you have any questions or concerns, please contact me immediately. If the application packet is sent to me completed correctly at the beginning of the process, it will ensure that there are no delays.**
- **For dependents located in Colorado Springs, please bring all of the required documents to me at the CFSU (CS).**
- Please mail the completed application packet(s) via USPS or FedEx to the following address:

Canadian Forces Support Unit Colorado Springs  
Attention: Misty Baker  
135 East Ent Avenue, Building 365  
Peterson AFB, CO 80914-1115