## **SECTION 2**

# Prior Notification Procedures and Application Forms



### **MEMO**

## Subject: ON-LINE ELECTRONIC SUBMISSION OF LEAD-BASED PAINT ACTIVITY NOTIFICATIONS AND CERTIFICATION APPLICATIONS

Transition to Paperless Submissions

Firms and individuals are encouraged to use the Tennessee Department of Environment and Conservation's (TDEC) Toxic Substances Program online system, <u>MyTDEC Forms</u>, for submitting applications for lead-based paint (LBP) certification and notifications of LBP activity.

The MyTDEC Forms online portal is designed to:

- 1. Meet paper reduction goals.
- 2. Improve the procedures for receiving and validating notifications of LBP activity and applications for certification.
- 3. Streamline the process for tracking new, revised, and canceled project notifications of LBP activity as well as LBP certification approvals and denials.
- 4. Facilitate the submission of records, reports, and documents.

To comply with federal identity regulations, each certified firm and individual must register for their own account. Registrations cannot be completed by another person.

#### **How to Access MyTDEC Forms:**

- 1. Visit the MyTDEC Forms portal at <a href="https://forms.tdec.tn.gov/">https://forms.tdec.tn.gov/</a>.
- 2. Follow the step-by-step instructions provided on the website to register a new account.



For assistance or to sign up for training on using the MyTDEC Forms portal, please contact the TDEC Toxic Substances Program at <a href="mailto:LBP.Notify@tn.gov">LBP.Notify@tn.gov</a>. Thank you for your cooperation and effort in transitioning to this online submission process.

**Note:** If unable to use MyTDEC Forms online portal, submit the below forms to LBP.Notify@tn.gov.

#### Rule 0400-13-01-.01 Notification Requirements

(k) Notification.

A certified firm must notify the Commissioner of lead-based paint activities as follows:

- 1. Except as provided in part 2 of this subparagraph, the Commissioner must be notified prior to conducting lead-based paint activities. The original notification must be received by the Commissioner at least fi4ve business days before the start date of any lead-based paint activities.
- 2. Notification for lead-based paint activities required in response to an elevated blood lead level (EBLL) determination, or federal, State, or local emergency abatement order, should be received by the Commissioner as early as possible before, but must be received no later than, the start date of the lead-based paint activities. Should the start date or location provided to the Commissioner change, an updated notification must be received by the Commissioner on or before the start date provided to the Commissioner. Documentation showing evidence of an EBLL determination or a copy of the federal, state, Tribal, or local emergency abatement order must be included in the written notification to take advantage of this abbreviated notification period.
- 3. Except as provided in part 2 of this subparagraph, updated notification must be provided to the Commissioner for lead-based paint activities that will begin on a date other than the start date specified in the original notification as follows:
  - (i) For lead-based paint activities beginning prior to the start date provided to the Commissioner, an updated notification must be received by the Commissioner at least five business days before the new start date included in the notification.
  - (ii) For lead-based paint activities beginning after the start date provided to the Commissioner, an updated notification must be received by the Commissioner on or before the start date provided to the Commissioner.
- 4. Except as provided in part 2 of this subparagraph, updated notification must be provided to the Commissioner for any change in location of lead-based paint activities at least five business days prior to the start date provided to the Commissioner.
- 5. Updated notification must be provided to the Commissioner when lead-based paint activities are canceled or when there are other significant changes including, but not limited to, when the square footage or acreage to be abated changes by more than 20%. This updated notification must be received by the Commissioner on or before the start date provided to the Commissioner, or if work has already begun, within 24 hours of the change.
- 6. The following must be included in each notification:
  - (i) Notification type (original, updated, cancellation);
  - (ii) Date when lead-based paint activities will start;
  - (iii) Date when lead-based paint activities will end (approximation using best professional judgment);
  - (iv) Firm's name, certification number, address, and telephone number;
  - (v) Type of building (e.g., single family dwelling, multi-family dwelling, child-occupied facilities) on/in which abatement work will be performed;
  - (vi) Property name (if applicable);

- (vii) Property address including apartment or unit number(s) (if applicable) for abatement work:
- (viii) If using the abbreviated time period as described in part 2 of this subparagraph, documentation showing evidence of an EBLL determination or a copy of the federal, State, Tribal, or local emergency abatement order;
- (ix) Name and certification number of the project supervisor;
- (x) Approximate square footage or acreage to be abated;
- (xi) Brief description of abatement, risk assessment, inspection, lead hazard screen, lead hazard reduction, and clearance activities to be performed; and
- (xii) Name, title, and signature of the representative of the certified firm who prepared the notification.
- 7. Notification must be made by written notification or electronically by such means approved by the Commissioner. Written notification can be accomplished using the Division form titled "Lead-Based Paint Activity Notification," or a successor to that form approved by the Commissioner. All written notification must be delivered by U.S. Postal Service, fax, commercial delivery service, or hand delivery.
- 8. In the event of changes to the original notification, lead-based paint activities shall not begin on a date or at location other than that specified in either an original or updated notification.
- 9. No firm or individual shall engage in lead-based paint activities prior to notifying the Commissioner of such activities according to the requirements of this subparagraph.



Nashville, TN 37243

State of Tennessee
Department of Environment and Conservation
Division of Solid Waste Management - Toxic Substances Program
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway

**CLEAR FORM** 

#### APPLICATION TO CONDUCT LEAD-BASED PAINT ACTIVITIES - FIRM

Instructions: Complete and submit the application. Complete all sections of the application in ink. Include all required supporting documentation. Make payments to Treasurer, State of Tennessee by check, money order, or cashier's check - do not send cash. Mail application, documentation, and payment to:

State of Tennessee, Department of Environment and Conservation, Division of Fiscal Services - Fee Section, Davy Crockett Tower 7th Floor, 500 James Robertson Parkway, Nashville, TN 37243.

**Application Fee Non-Refundable:** Applicants will have 30 days from the date of initial receipt of the application to submit any missing information and/or needed documentation to complete the application process. If an applicant fails to respond within 30 days, the application will be canceled, and the applicant will be required to reapply.

be required to reapply.										
1 - NAME AND A	DDRESS									
NAME OF FIRM							FEIN			
IF INDIVIDUAL	FIRST NAM	1E	MIDDLE INITIAL	LAST NAI	ME		SOC SEC NU	IMBER		
AREA CODE / PHONE N	NUMBER 1	AREA CODE /	PHONE NUMBER 2	E NUMBER 2 AREA CODE / FAX NUMBER			E-MAIL ADDRESS			
STREET / MAILING ADD	DRESS			(	ITY	•	STATE	ZIP		
2 - CALCULATING	FEES									
CHECK YOUR	B. RE-CERTIFICA	TION	. ANNUAL RENEWAL	D. 3 YE	AR TIFICATION	E. TOTAL AMT ENCLOSED				
SELECTION; ENTER TOTAL IN COLUMN E:	\$500		<b>\$500</b>		\$300		\$1,100	\$		
3 - ENVIRONMEN	TAL NON-C	COMPLIAN	CE ACTIONS (use a	dditional	paper if needed)	•				
HAVE YOU EVER RECEIV	HAVE YOU EVER RECEIVED A VIOLATION? IF YES, LIST VIOLATION(S)  STATE(S) OF OCCURRENCE									
4 - CERTIFICATIO	N AND SIG	NATURE								
document and all at knowledge and belie statements or repres imprisonment or bo	tachments we ef, true, accura sentations may th. As specifie andards accord	re prepared be te, and comp y include revo ed in Tenness	y me or under my di plete. I understand th ocation of the permit ee Code Annotated S	irection or nat the per , license o Section 39	supervision; and, nalties for providi r accreditation, ci -16-702(a)(4), this	all of the subing false informalities, and declaration is	mitted informatio nation and makin nd/or criminal pro s made under pen	B U.S.C. §1641(b); this on is, to the best of my g false or fraudulent osecution resulting in a fine lalty of perjury. I affirm that fy any information on or		
<u> </u>	APPLI	Cant Signatu	RE			DA	TE (mm / dd/ yyyy)			
	PF	RINTED NAME								

http://www.tn.gov/environment/solid-waste/solid-waste\_lead-hazard.shtml

CN-1298 (Rev. 05-24) RDA 3079



State of Tennessee Department of Environment and Conservation Division of Solid Waste Management - Toxic Substances Program Davy Crockett Tower, 7th Floor 500 James Robertson Parkway Nashville, TN 37243

RESET
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OFFICE USE ONLY
U.S. EMPLOYMENT STATUS
DOCS SUBMITTED
MEETS STANDARD

#### APPLICATION TO CONDUCT LEAD-BASED PAINT ACTIVITIES - INDIVIDUAL

Instructions: Complete and submit the application. Complete all sections of the application in ink. Include all required supporting documentation. Make payments to Treasurer, State of Tennessee by check, money order, or cashier's check do not send cash. Mail application, documentation, and payment to: State of Tennessee, Department of Environment and Conservation, Division of Fiscal Services - Fee Section, Davy Crockett Tower 7th Floor, 500 James Robertson Parkway, Nashville, TN 37243. Required Documentation: All applicants are required to provide (1) Valid employment status and identification documents (refer to page 4 "LISTS OF ACCEPTABLE DOCUMENTS" for required identification and employment status documents); (2) A copy of a current initial course completion certificate(s) OR a copy of a current refresher course completion certificate(s) and the previous training course completion certificate(s) in the appropriate disciplines (refer to page 3 "INSTRUCTION SHEET" for the complete training certificate requirements); (3) Valid documentation (diploma, certificate, or the equivalent) of education and/or work experience (refer to page 3 "INSTRUCTION SHEET" for the requirements for each discipline); and (4) A 2" x 2" passport-quality color photo.

Application Fee Non-Refundable: Applicants will have 30 days from the date of initial receipt of the application to submit any missing information and/or needed

documentation to complete the appl to reapply.	ication process. If an ap	oplicant fails to r	espond within 30 days,	the application	on will be cancelled, an	d the applicant will be required			
1 - APPLICANT INFORMATION									
FIRST NAME	N	MIDDLE INITIAL	LAST NAME			JR. SR. etc			
AREA CODE / PHONE NUMBER 1	AREA CODE / PHONE N	IE NUMBER 2 AREA CODE / FAX NUMBER			E-MAIL ADDRESS				
STREET / MAILING ADDRESS			CITY		STA <sup>-</sup>	TE ZIP			
2 - DISCIPLINE(S) AND FEE(S)			<u>,                                      </u>		,				
A. INSPECTOR B.	RISK ASSESSO	C	SUPERVISOR	<b>D</b>	PROJ DESIGNER	E. WORKER			
I NITIAL \$200 APP \$70 EXAM	\$250 APP \$70 EXA	NITIAL	\$200 APP \$70 EXAM	Initial	\$300APP	I NITIAL \$60 APP			
RECERT \$200	SERT \$250	RECERT	\$200	RECERT	\$300	RECERT \$60			
Annual \$100	NUAL \$125	Annual	\$100	ANNUAL	\$150	Annual \$30			
3 YEAR \$400	\$500 SAR	3 YEAR	\$400	3 YEAR	\$600	3 YEAR \$120			
TOTAL <b>A</b> \$ 0.00 TOT	AL <b>B</b> \$ 0.00	<u>)</u> TOTAL <b>(</b>	C \$ 0.00	TOTAL <b>C</b>	\$ 0.00	TOTAL <b>E</b> \$0.00_			
			TOTAL AMOUN	NT ENCLOSEI	D ADD <b>A</b> THROUGH	<b>E</b> ▶ \$ 0.00			
3 - EMPLOYMENT STATUS AND	IDENTIFICATION DO	OCUMENTS							
U.S. CITIZEN	Qualified Alien La	WFULLY PRESE	ENT IN THE U.S.						
Refer to Page 4 "LISTS OF ACCEPT Check below which documents yo				OR one docu	ument from List B <b>an</b>	d one document from List C.			
List A	OB		List B		< AND >	List C			
1 2 3 4 5 6	OR C	1 2 7 8	3 4 9 10	5 11	6 1 12 5	2 3 4 6 7 8			

4 - APPLICANT IDEN	TIFICATION IN	IFORMATI	ON (CON.	TINUED)									
FIRST NAME			MIDD	LE INITIAL	LAST	NAME					J	R. SR. etc	
SOCIAL SECURITY NUMB	BER	DATE OF BIF	RTH	D	RIVER I	LICENSE NUMBER	STATE	GEN	DER	HEIGHT		WEIGHT	
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5 - EDUCATION / PR	OFESSIONAL D	DEGREES, D	DIPLOMAS	S. AND CEI	RTIFIC	ATES (attach sup	porting	docun	nentation	when re	equired)		
HIGHEST LEVEL				$\overline{}$		COLLEG	_	$\overline{}$					
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YEAR GRADUATED		OOL NAME		STATE	DEG	REE / CERTIFICATE	CERT	IFICATE	/ REGISTR	ATION N	IUMBER	STATE ISSUED	
												<u> </u>	
6 - EMPLOYMENT H	ISTORY (attacl	h supportin	g docume	entation)			I						
FROM / TO	BUSINESS NA				₹		DUTIES				SUPE	RVISOR	
7 - LEAD BASED PAII	NT TRAINING	COURSE CE	ERTIFICAT	ΓE(S)		(attach supportin	g docum	entati	on)				
DATE COMPLETED	NA	ME OF COU	IRSE	T					DER AND	ADDRES	SS		
8 - ENVIRONMENTA	L NON-COMP	LIANCE AC	TIONS (	use additio	nal pa <sub>l</sub>	per if needed)							
HAVE YOU EVER RECEIVE	D A VIOLATION?	IF YES, LIST \	VIOLATION(	(S)						STATE(S	) OF OCCL	JRRENCE	
9 - CERTIFICATION A													
I certify, under penalty document and all atta knowledge and belief statements or represe fine, imprisonment or affirm that the work p information on or incl	achments were i, true, accurate, entations may in both. As speci oractice standard	prepared by and compl nclude revo- fied in Tenr ds accordin	y me or ur lete. I und cation of t nessee Coo g to Chapt	nder my dir lerstand tha he permit, de Annotate	ection at the p license ed Sec	or supervision; an penalties for provi e or accreditation, tion 39-16-702(a)(	id, all of ding fals civil pend (4), this d	the sul e infor alties, eclara	omitted in mation a and/or cr tion is ma	nformati nd maki iminal p ide unde	ion is, to ing false or osecution penalty	the best of my or fraudulent on resulting in a of perjury. I	
	APPLICAN	NT SIGNATUR	RE					D	ATE (mm	/ dd/ yyy	y)		
	PRIN <sup>-</sup>	TED NAME				_							
ALL APPLICANTS	S MUST SUBM	2. 3. 4. 5.	VALID EN CURRENT VALID DC 2" x 2" P	IPLOYMENT COURSE ( DCUMENTA ASSPORT-	NT STA COMP ATION QUAL	ED APPLICATION ATUS AND IDENT LETION CERTIFIC OF EDUCATION ITY COLOR PHOTE EACH DISCIPLINE	IFICATIO ATE(S) AND/OI TOGRAP	ON DO			IF REQUI	RED	
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State of Tennessee Department of Environment and Conservation Division of Solid Waste Management - Toxic Substances Program

Davy Crockett Tower, 7th Floor 500 James Robertson Parkway Nashville, TN 37243

#### INSTRUCTIONS AND CLARIFICATION "APPLICATION TO CONDUCT LEAD-BASED PAINT ACTIVITIES - INDIVIDUAL" - FORM CN-1297

For complete and detailed lead-based paint requirements, refer to Chapter Rule 0400-13-01. A copy is available for public download at: https://publications.tnsosfiles.com/rules filings/03-07-24.pdf

#### **REQUIRED FOR ALL APPLICANTS:**

- 1) Complete and submit the application. Complete all sections of the application in ink;
- 2) Include legible copies of valid employment status and identification documents (Refer to "LISTS OF ACCEPTABLE DOCUMENTS");
- 3) Current lead-based paint training course completion certificate(s) in the applied for discipline(s);

  First-time applicant: An initial course completion certificate from a Commissioner accredited training program; or a refresher course certificate from a Commissioner accredited training program and a copy of a refresher course certificate(s) from a Commissioner recognized training program from the previous year. An individual shall pass the Commissioner's third party certification exam for all disciplines, except project designer and abatement worker, and receive certification from the Commissioner within six months after completing an initial lead-based paint training course. Otherwise, the individual must retake

Re-accreditation Applicant: Refresher course completion certificate(s) from a Commissioner accredited training program in the applied for discipline(s);

4) Include valid documentation of education and or work experience (Refer below to "INDIVIDUAL DISCIPLINE REQUIREMENTS")

the appropriate initial training course from an accredited training program before reapplying for certification from the Commissioner.

- 5) Include a 2" x 2" passport-quality color photo;
- 6) Appropriate fees for each discipline.

#### ANNUAL REGISTRATION RENEWAL OF CERTIFICATION:

- 1) Individuals shall apply for annual registration renewal of their certification at least sixty days prior to their annual registration expiration date, which is one year from the last day of the month of issuance;
- 2) The annual registration renewal fee for each discipline shall be included with the application;
- 3) Annual registration renewal is required for all certification(s) categories that have not paid their three year certification fee(s).

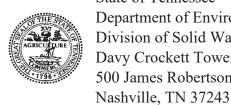
#### **INDIVIDUAL DISCIPLINE REQUIREMENTS:** (attach documentation to application)

#### LEAD BASED PAINT CERTIFICATIONS ARE VALID FOR THREE YEARS

- ► INSPECTOR: Successful completion of an accredited training course for inspectors; Pass the third party certification exam for inspectors. No additional experience and/or education requirements for this discipline. Fill in all education and work experience fields on the application.
- RISK ASSESSOR: Successful completion of an accredited training course for inspectors and risk assessors; Pass the third party certification exam for the inspectors and risk assessors and have a Bachelor's degree with one year of experience in a related field (e.g. lead, asbestos, or environmental remediation work or construction); or an associate degree and two years experience in a related field (e.g. lead, asbestos, or environmental remediation work or construction); or currently hold credentials as a registered architect, certified industrial hygienist, professional engineer, registered architect, and/or certification in a related engineering/health/environmental field (e.g. safety professional, environmental scientist); or a high school diploma (or equivalent), and three years experience in a related field (e.g. lead, asbestos, or environmental remediation work or construction). Re-accreditation applicants must provide a valid Risk Assessor and Inspector refresher course completion certificate from a Commissioner accredited training program.
- SUPERVISORS: Successful completion of an accredited training course for supervisors; Pass the third party certification exam for supervisors. Have one year of experience as a certified lead-based paint abatement worker; or two years of experience in a related field (e.g.,lead, asbestos, or environmental remediation work) or building construction).
- PROJECT DESIGNERS: Successful completion of an accredited training course for supervisors and project designers; Pass the third party certification exam for supervisors. Have a Bachelor's degree in engineering, architecture or a related profession and one year of experience in building construction and design or a related field; or four years of experience in building construction and design or a related field. Re-accreditation applicants must provide a valid Project Designer and Supervisor refresher course completion certificate from a Commissioner accredited training program.
- ABATEMENT WORKER: Successful completion of an accredited training course for worker. No additional experience and/or education requirements for this discipline. Fill in all education and work experience fields on the application.

#### IMPORTANT INFORMATION:

Application fees are non-refundable. Applicants will have 30 days from the date of initial receipt of the application to submit any missing information and/or required documentation to complete the application process. If the applicant fails to respond within 30 days the application will be canceled.
When an applicant receives their Tennessee lead-based paint credentials and identification card, the application process is complete pursuant to Rule 0400-13-01. Individuals may conduct lead based paint activities in Tennessee under the discipline(s) they have received accreditation for only when they receive their Tennessee lead-based paint credentials and identification card.
Accredited individuals are required to have their Tennessee lead based paint accreditation card with them at the work site.
Individuals should be aware that training requirements under OSHA regulations may differ.



State of Tennessee
Department of Environment and Conservation
Division of Solid Waste Management - Toxic Substances Program
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway

#### EMPLOYMENT STATUS AND IDENTIFICATION DOCUMENTATION

#### LISTS OF ACCEPTABLE DOCUMENTS

Choose one document from List A, **or** choose one document from List B **and** one document from List C. All documents must be unexpired. Photocopied document(s) must be clear and legible. Attach photocopied document(s) to the application and check appropriate boxes in section 3 of the application - Form CN-1297 (Rev. 12-15)

LIST A	DR LIST B < AN	<b>ID &gt;</b> LIST C
1. U.S. PASSPORT OR U.S. PASSPORT CARD  2. PERMANENT RESIDENT CARD OR ALIEN REGISTRATION RECEIPT CARD (FORM I-551)  3. FOREIGN PASSPORT THAT CONTAINS A TEMPORARY I-551 STAMP OR TEMPORARY I-551 PRINTED NOTATION ON A MACHINE READABLE	DRIVER'S LICENSE OR ID CARD ISSUED BY A STATE OR OUTLYING POSSESSION OF THE UNITED STATES PROVIDED IT CONTAINS A PHOTOGRAPH OR INFORMATION SUCH AS NAME, DATE OF BIRTH, GENDER, HEIGHT, EYE COLOR, AND ADDRESS	SOCIAL SECURITY ACCOUNT     NUMBER CARD, UNLESS THE CARD     INCLUDES ONE OF THE FOLLOWING     RESTRICTIONS:     a. NOT VALID FOR EMPLOYMENT     b. VALID FOR WORK ONLY WITH INS     AUTHORIZATION
IMMIGRANT VISA  4. EMPLOYMENT AUTHORIZATION DOCUMENT THAT CONTAINS A PHOTOGRAPH (FORM I-766)  5. FOR A NONIMMIGRANT ALIEN AUTHORIZED TO WORK FOR A SPECIFIC EMPLOYER BECAUSE OF HIS OR HER STATUS	2. ID CARD ISSUED BY FEDERAL STATE OR LOCAL GOVERNMENT AGENCIES OR ENTITIES, PROVIDED IT CONTAINS A PHOTOGRAPH OR INFORMATION SUCH AS NAME, DATE OF BIRTH, GENDER, HEIGHT, EYE COLOR AND ADDRESS	c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION  2. CERTIFICATION OF BIRTH ABROAD ISSUED BY THE DEPARTMENT OF STATE (FORM FS-545)  3. CERTIFICATION OF REPORT OF BIRTH ISSUED BY THE DEPARTMENT
a. A FOREIGN PASSPORT; AND	3. SCHOOL ID CARD WITH A PHOTOGRAPH	OF STATE (FORM DS-1350)
<ul> <li>b. FORM I-94 OR FORM I-94A THAT HAS THE FOLLOWING:</li> <li>(1) THE SAME NAME AS THE PASSPORT; AND</li> <li>(2) AN ENDORSEMENT OF THE ALIEN'S</li> </ul>	4. VOTER'S REGISTRATION CARD  5. U.S. MILITARY CARD OR DRAFT RECORD  6. U.S. MILITARY DEPENDENT'S ID CARD	4. ORIGINAL OR CERTIFIED COPY OF BIRTH CERTIFICATE ISSUED BY A STATE, COUNTY, MUNICIPAL AUTHORITY OR TERRITORY OF THE UNITED STATES BEARING AN OFFICIAL SEAL
NONIMMIGRANT STATUS AS LONG AS THAT PERIOD OF ENDORSEMENT HAS NOT YET EXPIRED AND THE PROPOSED EMPLOYMENT IS NOT IN CONFLICT WITH ANY RESTRICTIONS OR LIMITATIONS	7. U.S. COAST GUARD MERCHANT MARINER CARD  8. NATIVE AMERICAN TRIBAL DOCUMENT	5. NATIVE AMERICAN TRIBAL DOCUMENT  6. U.S. CITIZEN CARD (FORM I-197)
DENTIFIED ON THE FORM  6. PASSPORT FROM THE FEDERATED STATES OF MICRONESIA (FSM) OR THE REPUBLIC OF THE	9. DRIVER'S LICENSE ISSUED BY A CANADIAN GOVERNMENT AUTHORITY	OF RESIDENT CITIZEN IN THE UNITED STATES (FORM I-179)
MARSHALL ISLANDS (RMI) WITH FORM I-94 OR FORM I-94A INDICATING NONIMMIGRANT ADMISSION UNDER THE COMPACT OF FREE ASSOCIATION BETWEEN THE UNITED STATES AND THE FSM OR RMI.	FOR PERSONS UNDER 18 WHO ARE UNABLE TO PRESENT A DOCUMENT LISTED ABOVE	8. EMPLOYMENT AUTHORIZATION DOCUMENT ISSUED BY THE DEPARTMENT OF HOMELAND SECURITY
	10. SCHOOL RECORD OR REPORT CARD	
	11. CLINIC, DOCTOR, OR HOSPITAL RECORD	
	12. DAY-CARE OR NURSERY SCHOOL RECORD	
	DO NOT RETURN THIS SHEET	