



TOUCHSTONE INTERN ORIENTATION

Check List:

Bring the following documentation with you to Touchstone:

- ✓ SIGNED copy of your offer letter
- ✓ Member 4 Copy of your DD-214 (if you have prior military service) To request a copy of your Member 4 copy DD-214 visit <http://www.archives.gov/veterans/military-service-records/>
- ✓ I-9 documentation (i.e., unexpired passport, or birth certificate and drivers license, verification of citizenship)
- ✓ Vehicle registration (if you will be driving to work)
- ✓ Proof of vehicle insurance (if you will be driving to work)

Review, fill out, and bring the following mandatory paperwork with you to Touchstone (all the forms listed below can be found at <http://www.dia.mil/careers/touchstone>)

- ✓ Employment Eligibility (I-9)
- ✓ Declaration for Federal Employment
- ✓ Statement of Prior Federal Service (*all must complete, regardless of whether you have prior federal service or not*)
- ✓ W4 Federal Tax Form
- ✓ State of Residency Tax Form
- ✓ Direct Deposit Form
- ✓ Record of Emergency Data
- ✓ Reserve Status Form (*all must complete, regardless of whether you have Reserve status or not*)
- ✓ Mailing Address Record

**Failure to bring the above mentioned documents
may cause you to be unable to begin work and may delay your pay.**

Acceptable Documentary Evidence of U.S. Citizenship:

1. Birth certificate, showing that the birth record was filed shortly after birth – with the registrar’s signature and the raised, impressed, or multicolored seal of his/her office. **Uncertified copies of birth certificates are not acceptable.**
2. A U.S. certificate of naturalization if you claim U.S. citizenship based on naturalization.
3. A certificate of citizenship issued by the Immigration and Naturalization Service (INS) if citizenship was acquired by birth abroad to a U.S. citizen parent or parents.
4. A Report of Birth Abroad of a Citizen of the United States of America (Forms FS-240) or a Certificate of Birth (Form FS-545 or DS-1350) if citizenship was acquired by birth abroad to a U.S. citizen parent or parents.
5. A U.S. passport (unexpired).