

Documents for Teens Seeking a Job

Before you apply for a job, a driver's license, or a state ID, there are documents or identifications that you will need.

Social Security Card

A document to prove your age. Some documents that can prove your age include:

- Birth Certificate
- U.S. Passport
- Permanent Resident Card
- State Issued Identification Card
- State Issued Driver's License
- Official School Identification Card with a printed birthdate

A document with a photo to prove your identity. Some documents that can prove your identity:

- U.S. Passport
- Permanent Resident Card
- State Issued Identification Card
- State Issued Driver's License
- Official School Identification Card

A document to prove you are eligible to work in the United States. If you are NOT a U.S. citizen, the following documents can be used to show you are eligible to work in the U.S.:

- Permanent Resident or Alien Registration Receipt Card (I-551)
- Employment Authorization Document (I-766)
- Foreign Passport with Temporary I-551 Stamp

How to Obtain Documents

Social Security Card or a replacement:

- Visit the Social Security [website](#) to learn how to obtain a new or replacement Social Security card.
- Or visit the Social Security office at:
 - 1811 Chicago Ave. S., Minneapolis, MN 55404
 - Open Monday – Friday, 9:00 a.m. – 4:00 p.m., except federal holidays
 - Make sure you have the needed documentation before you visit the Social Security office.
- It can take several weeks to get a Social Security card.

Birth Certificate:

- Visit the Minnesota Office of Vital Records [website](#) to request a copy of your birth certificate by mail, email or fax.
- Hennepin County has walk in and same-day service at some offices. Visit the Hennepin County [website](#) to find out how and where to apply for a birth certificate.
- Obtain a copy of a birth certificate from another state on the National Center for Health Statistics [website](#).

Minnesota State ID:

- Visit the Hennepin County [website](#) to learn how and where to obtain a Minnesota State ID.

U.S. Passport

- Visit the U.S. State Department at [website](#) to learn how to get a passport.

Documents for Non-U.S. Citizens:

- Visit the [Department of Homeland Security](#) to learn about a U.S. Passport, a Permanent Resident or Alien Registration Receipt card, an Employment Authorization Document, or a Foreign Passport with a Temporary I-551 stamp.

Keeping Your Documents Safe

1. Make copies of documents you may need immediate access to; and keep them safe at home.
2. Store important documents in a home safe that is fireproof and has a secure lock, or in a bank or credit union safe deposit box. If these options are not possible, keep documents in a file folder (a bright color will be easy to spot) in a file cabinet or a box so it can be grabbed quickly in an emergency.
3. Use plastic pages to store documents to protect them from wear and tear. Each document should be in its own plastic page.
4. Do not carry your Social Security card in your wallet or purse.

How to Get a Driver's License in Minnesota

Visit the Minnesota Department of Public Safety's Driver and Vehicle Services (DVS) [website](#) to find:

- [Printable driver's manual](#)
- [Instruction permit facts](#)
- [Identification requirements](#)
- [Driver's license offices](#)
- [Drivers test sites](#)
- [Driver education courses](#)

Minnesota has a Graduated Licensing system for new drivers under the age of 18. There are three phases:

Phase I - Instruction Permit (valid for two years)

- To apply for an instruction permit in Minnesota, you must:
 - Be at least 15 years of age
 - Have completed 30 hours of classroom Driver's Ed and be enrolled in behind-the-wheel instruction
 - Have passed a vision test
- Have passed the knowledge test at a (DVS) office.
- A parent or legal guardian's signature and certification are required on the application.
- Once you have your instruction permit, you may only drive under the supervision of a certified driving instructor, parent or guardian, or a licensed driver 21 years of age or older.

Phase II - Provisional License (valid for two years)

- To apply for a provisional license in Minnesota, you must:
 - Be at least 16 years of age
 - Have completed the classroom and behind-the-wheel phases of driver education.
 - Have held an instruction permit for six months with no convictions for moving or alcohol/controlled substance violations. *If you have driving experience from another state, that counts if you can present a certified driving record from that state.*
 - Present a supervised driving log verifying that you have driven under the supervision of a licensed driver at least 21 years of age. [Supervised Driving Log](#)
 - Have passed a skills (road) test. Schedule a road skills test [on-line](#) or call 651-284-1234.
 - A parent, court appointed guardian, county appointed foster parent or director of the transitional living program in which you reside must approve the driver's license application.

Phase III - Full License

- Must be 18 or have held a provisional license for at least 12 consecutive months with no convictions for alcohol/controlled substance violations or crash-related moving violations, and with not more than one conviction for a moving violation that is not crash-related.
- If applicant is under 18, a person who approves the application certifies that the applicant has driven under the supervision of a licensed driver at least 21 years of age for at least 10 hours.

Driver's Ed in Minneapolis and St. Paul

Most area high schools offer driver's education courses or, a private company offers the course at the school. Visit the [Minnesota DVS website](#) to see a list of public and private driver's education course providers in Minnesota.

Employment and Training Resources

Minneapolis Youth Works

Minneapolis Youth Works helps youth and young adults learn academic life and work skills, identify career paths, and achieve meaningful employment. View a list of employment and training providers [here](#).

STEP-UP Summer Jobs Program

The STEP-UP Summer Jobs Program trains and matches Minneapolis youth ages 14-21 with paid summer internships. Youth complete a competitive application process and work readiness training to be considered for a position with one of over 230 participating businesses. Visit the [STEP-UP website](#).

Employment and Opportunity Guide for Minneapolis Youth

The Employment and Opportunity Guide for Minneapolis Youth helps young people find jobs, internships, volunteer opportunities, career training, job search advice, and other resources. Click on [the guide](#).

* This document was produced by [City of Minneapolis Employment and Training](#).