

? frequently asked QUESTIONS

Employment Authorization Document (EAD) What is it and how do I get one?

Employment Authorization Document (EAD)

EAD for NATO-2 Visa Holders also referred to by some as Employment Authorization Card (EAC)

I've heard of an EAD, what is it?

EAD stands for Employment Authorization Document commonly known as a work authorization. Family members are permitted to be employed on the local US economy; however, US law requires that they have a US Visa, an Arrival/Departure record (an I-94), an EAD, and a Social Security Number (SSN) prior to commencement of employment including self-employment.

What is an I-94 and where do I get one?

Your I-94 is a paper card issued if you drove over the border, if you flew, or if you have left since. You can look up your most recent i-94 number online at <https://i94.cbp.dhs.gov/>. The i-94 number can change upon each entry and exit, so it's best to always get the most recent number from the website. There is also an FAQ section on the I-94 website—be sure to check it out!

*****DO NOT REMOVE ORIGINAL I-94 FROM GREEN PASSPORT! THIS WILL REMAIN THE DOCUMENT FOR THE DURATION OF YOUR STAY IN THE U.S.*****

What is the relationship between EADs, Social Security Numbers and Driver's Licenses?

An EAD is required if you plan to work or be self employed in the United States.

An EAD is also required in order to get a US Social Security Number.

A Social Security Number is required in many states in order to get a Driver's License.

BUT, if the intention is for the family member not to work, therefore has no need for an EAD or SSN, but still need a license, the SSA office can provide a letter providing you with an exemption from needing a SSN in order to get their license. Visit your SSA office with all your paperwork and IDs and request the letter.

When can my family members apply for the EAD?

Family members cannot apply for an EAD until they have crossed the border on posting (to live) and have received their I-94 Arrival/Departure document. This is a small card that is attached to their passport when they enter the US. Do not lose this card!

Who do I need to contact to process the EAD for my family members?

Your local Orderly Room (OR), if you have one. If you do not have a local OR, please contact either Susan Ong at CDLS(W) or Misty Baker at CFSU(CS) (see box to right) depending on which unit does your administration. The member themselves does not have to contact CDLS or CFSU, as Susan and Misty will work directly with spouses. If the EAD is for a dependent, aged 18 or under, they would need the member's signature. As the requirements are constantly changing, it is important to reach out to the appropriate people/departments, so you don't delay the process.

I've heard that work authorizations cost \$380, is this true?

United States Citizenship and Immigration Services (USCIS) authorities have waived the application fee for NATO family members. Make sure you go through the OR to ensure this fee is waived.

Our marriage certificate is written in French. Is this acceptable?

A translation to English of the marriage certificate must be provided if the surname is different than the member's. It would be ideal to have these and other documents like your driver's license translated before you leave Canada.

The EAD is for my child; do they sign the forms or do I, as CAF member?

If the child is below the age of 18, the forms must be co-signed by the applicant and CAF member.

Does a common law partner qualify for an EAD?

United States Citizenship and Immigration Services (USCIS) does not recognize common law marriages for purposes of Employment Authorization and visas. Therefore, they cannot be processed through CAF support units. Common-law spouses who have elected to accompany spouses to post and on a B-2 visitor visa will not be allowed to work and an EAD cannot be processed for them. Spouses can make alternative visa arrangements themselves and may be allowed to work but they will need to investigate that on their own. Only spouses with a NATO-2 visa (same visa class as their member) can have EADs processed through the support units.

How long does it take to receive an EAD?

Applicants should allow at least 4-6 weeks for processing once the package is sent from OR. The EAD card will be mailed directly to your US home address.

What documents are needed to obtain the EAD?

1. Application for [Employment Authorization Form & Card I-765](#) (please review instructions for further documents possibly required), and
2. [Inter-Agency Record of Individual Request Form I-566](#) (please review instructions for further documents possibly required),

IN ADDITION to the above forms you will require ***clear copies of the following*** of the documents listed below.

- Clear scanned copy of CAF member's passport and visa;
- Clear scanned copy of applicant's passport and visa;
- Clear scanned copy of front and back of the I-94 of CAF member;
- Clear scanned copy of front and back of the I-94 of applicant - The photocopy must clearly show the duration of stay and the Customs and Border Protection (CBP) stamp including the port of entry; NATO-2 or N-2 as visa type and D/S (Duration of Stay).
- Posting Message;
- Marriage Certificate (if applicant and CAF Member have different last names); and
- Dependent children planning to attend Post-Secondary Education must provide an acceptance letter from their chosen institution and copy of current curriculum if EAD is for children 18 and over or within six months of their 23rd birthday.

The "[NATO Dependent Employment Authorization Document Policy and Guidelines for Processing](#)" provides an overview of policy and regulations, eligibility requirements, application procedures and documentation requirements as well as sample forms to assist eligible individuals in their application for US employment authorization.

Point Of Contact to Process EAD Applications

CDLS(W):

Susan Ong
Protocol Coordinator, CAF|
(Washington)
Canadian Armed Forces

cdlswprotocol@forces.gc.ca Tel:
202-682-7697

CFSU(CS):

Misty Baker
CND Forces Support Unit Colorado
Springs
Peterson AFB, CO

misty.baker@forces.gc.ca
Tel: 719- 556-8242

This Information Sheet is offered to you to help direct you and your family to the correct locations to find the benefits and services available during your OUTCAN posting.

Please be vigilant in doing the research appropriate for your situation, as each is different.

CDLS(W) website is full of great information to support you during your OUTCAN posting.

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FAQ