

? frequently asked QUESTIONS

Employment Authorization Document (EAD) How to renew my existing or previous EAD?

My spouse/child needs to renew their EAD. What do I do?

Contact your local Orderly Room, if you have one.

If you do not have a local Orderly Room, please contact either Susan Ong at CDLS(W) or Misty Baker at CFSU(CS) (see contact info in box at 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, the member's signature is required. **Listen to [How to Get An EAD WebEx](#)

My spouse/child had a work authorization during a previous posting in the United States. Are the procedures the same?

If your posting was less than 6 years ago, the family members will need to submit US tax documentation even if they did not work during the validity of the EAD. Please contact your appropriate Orderly Room (OR) for guidance, or if you do not have one, then contact Susan Ong or Misty Baker (info in box at right). If more than 6 years ago, you will not need to provide tax documents.

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

Form I-94 is the Department of Homeland Security arrival/departure record issued to foreigners who are admitted to the U.S. To read more about what you need to know about your I-94, please see I-94 Automation Fact Sheet (<https://www.cbp.gov/sites/default/files/assets/documents/2016-Mar/i-94-automation-fact-sheet.pdf>). **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 web-site.

"U.S. Customs and Border Protection has automated Form I-94 at air and sea ports of entry. The paper form will no longer be provided to a traveler upon arrival, except in limited circumstances. Travelers will be given a CBP admission stamp on their travel document. If a traveler needs a copy of his/her I-94 (record of admission) for verification of alien registration, immigration status or employment authorization, it can be obtained from www.cbp.gov/i94." —From Fact Sheet

When should my spouse/child process the renewal EAD?

If your EAD expires while at your current post, you can only begin the renewal process within the *last 90 days* before it expires. If you have received a cross posting (to other state), you must apply for a renewal.

I've heard that work authorizations cost money, is this true?

United States Citizenship and Immigration Services (USCIS) authorities have waived the application fee for family members with a NATO-2 Visa. Please ensure that you engage with your OR, Susan, or Misty to ensure this fee is waived.

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 12-16 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),
3. IRS account transcript - Proof you do not owe money for US Taxes

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

- Clear copy of CAF member's passport and visa;
- Clear copy of applicant's passport and visa;
- Most recent I-94 from <https://i94.cbp.dhs.gov/> for both applicant and posted member;
- Clear 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
- Dependant children planning to attend Post-Secondary Education must provide an acceptance letter from their chosen education institution and copy of current curriculum if EAD is for children 18 and over or within six months of their 23rd birthday.

Point Of Contact to Process EAD Applications

CDLS(W):

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

You can look up your most recent I-94 number online at <https://i94.cbp.dhs.gov/>.

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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