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Employment Authorization Document (EAD)

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EAD Briefing Outline

- Who can work in the USA
- EADs & SSN for other purposes
- What documents are required
- Basic process
- Processing time
- Tax obligations
- Contact information
- Questions



Who Can Work in the USA

- Spouses who are habitually residing with and legally married to the principal member
- Unmarried dependent children between the ages of 16 and the day before the 21st birthday
- Unmarried dependent children between the ages of 21 and the day before the 25th birthday attending full-time post-secondary education
- a child between the ages of 13 and 15, who has a job offer in hand, on company letterhead and signed by both parents as well as a Certificate of Labor in the state in which they reside
- Unmarried dependent children with disabilities and a supporting letter from a physician dated within the last 6 months

NOTE: must have a NATO-2 Visa



EADs & SSN for other purposes

- The EAD allows applicable dependents the ability to apply for EI from Service Canada
- Dependents who have not obtained work authorization and do not plan to work can visit a local United States Social Security Administration Office and request a denial letter (SSA-L676), which states that the individual is not eligible for a Social Security Number. You can then present this letter to banks, vendors and other agencies that insist on a Social Security Number. This letter does not affect an individual's ability to request a Social Security Number in the future.



What Documents are Required

- Employment Authorization Document (EAD)
- United States Social Security Card
- Working remotely in the USA still requires an EAD!
- Exception: Dependents living in the United States that are teleworking for the Canadian Government do not need an EAD

What does the Employment Authorization Document & United States Social Security Card look like?





Basic Process

- Contact Sergio Rivas for EAD Application Instructions
- Provide requested information to Sergio Rivas, who completes the following:
 - “pre-notify” the Dept of State eGov system
 - Endorse the application
- Dept of State, Office of Foreign Missions endorses and sends to US Citizenship and Immigration Svcs (USCIS)
- USCIS sends applicant a Notice of Receipt, adjudicates the application, and sends the EAD if approved.



Processing Timelines

- Approximate processing time is 3-6 weeks
- Any corrections, mistakes or missing documents will delay the process
- Initial EAD is valid for 3 years, renewals are only valid until the CAF mbr's tour expiry date
- Not able to check the status of EAD applications until 14 weeks after submission to Dept of State, Office of Foreign Missions
- Applicants may apply for renewals max 180 days prior to expiry



Tax Obligations

- EAD holders file taxes with the US Internal Revenue Service (IRS) and applicable State Revenue Depts
- For EAD Renewals, applicants must obtain an Account Transcript from the IRS, and a signed and dated copy of your state tax return, if applicable. Or if applicant did not work, a personal tax statement is required
- Dependents processing Canadian Residency Status may also be required to declare World Income to CRA
- Neither CFSU(CS) nor The Office of Foreign Missions will provide any tax advice to individuals



Contact Information

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Questions?