

# INTERVIEW REQUIREMENTS

Be sure to bring:

**\*\*\* MUST BE ORIGINAL DOCUMENTS \*\*\* NO PHOTOCOPIES \*\*\***

- **ANY AND ALL DRIVER LICENSES AND STATE ISSUED ID'S (FOR PART-TIME SERVICE)**
- **PROOF OF U.S. CITIZENSHIP OR LAWFUL PERMANENT RESIDENT STATUS**  
EXAMPLE: Certified U.S. Birth Certificate (Photocopies, mother's copies and hospital copies are **NOT** acceptable) / Valid Non-expired U.S. Passport / I-551 (10 year Permanent Resident Card)
- **PROOF OF SOCIAL SECURITY NUMBER**  
EXAMPLE: SSN Card, Paycheck stub with full SS# AND name, IRS forms, etc.
- **MUST BE ABLE TO OBTAIN A VALID MEDICAL CARD --- MUST HAVE A MINIMUM OF 1 YEAR CERTIFICATE**
- **MUST BE ABLE TO PASS A D.O.T. PRE-EMPLOYMENT DRUG SCREEN**
- **\*\*\* 2 DIFFERENT PROOFS OF DOMICILE \*\*\***
  - Current utility bill including telephone, electric, water, gas, cable, etc (*includes "bundle packages". Cell phone bills cannot be accepted*) **\*\*\* We cannot accept cut off notices for utilities \*\*\* Must be dated within the last 4 months \*\*\***
  - Current, non-expired vehicle registration (personal vehicle, not company vehicle) OR Vehicle Title showing Tennessee address **\*\*\* Cannot use a vehicle registration and title since they come from the same source \*\*\***
  - Current Tennessee voter registration CARD **\*\*\* Application NOT acceptable \*\*\***
  - Mortgage papers – such as the property deed with original seal or mortgage payment coupon/book/statement
  - Lease Agreement or Contract with notarized signatures. **\*\*\* Must also be accompanied by a dated and signed realty agency letterhead or letter with notarized signatures stating that lease agreement is valid and is currently in effect \*\*\***
  - Military LES papers listing Tennessee as home of record
  - Current filed IRS tax return or W-2 or Form 1099. If tax return is e-filed, W-2 or 1099 must also be provided with return. W-2 or 1099 cannot be filled out by hand

**\*\*\* THESE ARE THE ONLY ACCEPTABLE PROOFS OF DOMICILE PER FEDERAL MANDATES \*\*\***

**\*\*\* IF DOCUMENT IS PRINTED OFF THE INTERNET, IT MUST HAVE THE URL/HTTP ADDRESS AT THE BOTTOM SHOWING WHAT COMPANY IT WAS PRINTED FROM OR THE BILL MAY BE TAKEN TO THE COMPANY AND A REPRESENTATIVE CAN STAMP AND SIGN THE BILL \*\*\***