



Workforce Development Council of Seattle-King County Technical Assistance Memorandum #08

TO: All WDC Service Providers
FROM: Workforce Development Council of Seattle-King County (WDC)
DATE: April 11, 2005 **REVISION I:** July 1, 2007
SUBJECT: Selective Service Registration Documentation

(For all men born after December 31, 1959)

Step 1: Determine selective service registration by using the Internet and going to the following link: <https://www.sss.gov/RegVer/wfVerification.aspx>. Type in the participant's last name, social security number and date of birth and click the "submit" button. The computer will then tell you if the person has registered. If so, print out a copy of the page and place it in the participant's file and you're finished. If the computer indicates the person has not registered, move on to step 2.

Step 2: Double-check the computer results by calling 1-847-688-6888. If the phone system indicates the person has registered, document their registration number, date of registration, and date of the phone call in the participant's file and you're finished. If the person is not registered, move on to step 3.

Step 3: If the man has not registered and is not yet 26, he can still register. See website for instructions: <https://www.sss.gov/RegVer/wfRegistration.aspx>. Document the new registration by returning to step 1. If the man is 26 or older, move on to step 4.

Step 4: In this step you will determine if he was required to register (there are some exceptions). Refer to the chart titled "who must register" for more information (<http://www.sss.gov/must.htm>). If he was not required to register, note the reason in his file. ***For men who entered the U.S. after age 26, but do not have documentation of their date of entry to the U.S. have the candidate write, sign and date a notarized statement noting their date of entry to the U.S. and their age at that time.***

If he was required to register but did not, move on to step 5.

Step 5: The final alternative for the candidate to receive WDC funds is to request an exception to the registration process from the WDC. The exception process will take approximately 2-3 weeks. ***WDC funds may not be spent on the candidate until an exception is approved. Exceptions will not be awarded retroactively.*** If the candidate would like to initiate the exception process he must first request a letter from Selective Service that verifies that the man was required to register and he did not. Proceed to step 6.

Step 6: Have the candidate write, sign and date a notarized statement explaining the reason that he did not register. The provider may help in the preparation of this document and may also submit a statement supporting the applicant's. The statement should include specific detail explaining why the individual did not register, such as incarceration. Proceed to step 7.

Step 7: Mail or fax the following materials to the WDC:

- The candidate's statement
- The letter from the Selective Service
- The provider's statement (if applicable)
- Proof of US entry date
Note: a permanent resident card does not quality as proof of US entry date
- Proof of age
- Naturalization certificate (if applicable)

The WDC will review these materials and determine whether there are sufficient grounds to make an exception.

****The WDC must approve his enrollment before WDC funds may be spent on his training. Retroactive approval will not be permitted.**