



APPLYING FOR AN EAD WHILE LIVING IN THE US

What is an EAD? EAD stands for Employment Authorization Document. 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. ****Listen to our [How to Get an EAD](#) information recording.****

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 US. 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. To read more about what you need to know about your I-94, please see [I-94 Automation Fact Sheet](#). You can look up your most recent I-94 number [online](#).

Who do I need to contact to process an EAD? Please contact your EAD point of contact. The member themselves does not have to contact CDLS(W) or CFSU(CS), as the Protocol Coordinator and Misty Baker will work directly with spouses.

When can I apply for an 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 number. Please make sure to verify your most recent I-94 number at time of application by visiting the [website](#). Note: It's recommended you contact your EAD point of contact to start the process as soon as possible after your HHT, if applying for EI or want to commence employment to avoid delays.

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 US. An EAD is also required in order to get a 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 needs a license, the Social Security Office can provide a letter providing you with an exemption from needing a SSN in order to get their license. Visit your [Social Security Office](#) with all your paperwork and IDs to request the letter.

How long does it take to receive an EAD? Applicants should allow at least 8-16 weeks for processing once the package is sent. The EAD card will be mailed directly to your US home address. It is advised that when sending your EAD package and paperwork, that you use a courier service. It is faster and more secure with your important documents and information. Please contact your local Orderly Room (OR) to ask if they will send it on your behalf. If not or you don't have access, please keep your receipts to claim through DND.

- [FSD 17 - Assistance for Spouses](#)
- [BGRS Relocation Directive - Chapter 9 - Shipment of Household Goods and Effects \(HG&E\) for reimbursement](#)

What documents are needed to obtain an EAD? For current information, please contact your EAD Application Point of Contact (contact information is on the next page of this document).

I've heard that there is a cost to receive an EAD, 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 EAD POC to ensure this fee is waived.

How long is an EAD valid for? The issue period for an EAD is **3 years**, no matter how long the duration of your posting. If your posting is for more than 3 years, you will eventually have to renew it. See our [EAD Renewal FAQ](#)

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, common-law spouses who have elected to accompany the member to post on a B-2 visitor visa are not able to have an EAD processed for them through CAF support units. Common-law 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 the member) can have EADs processed through the support units.

This information is offered 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!









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My 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 members. It would be ideal to have these and other documents like your driver's license translated before you leave Canada.

How old does a child need to be to apply for an EAD? 16 years of age. However, a child who is 14 or 15 and has a job offer in hand can apply and may be granted an EAD at the discretion of the US Government.

The EAD is for my child; do they sign the forms or does the CAF member? If the child is under the age of 18, the forms must be co-signed by the applicant and CAF member.

Do I need an EAD for ...

-  Employment Insurance (EI) benefits from Canada?
-  EI Maternity benefits from Canada? For more information, call Service Canada at 1-800-206-7218
-  A volunteer position in the US? Some volunteer positions may require a criminal background check and/or a SSN. If that is the case for your position of interest, you may have to apply for an EAD first.
-  Employment if I am a child born in the US to Canadian parents?

Policy and Guidelines:

[Chapter 6 - Certain G-4 or NATO-6 Employees and their Family Members | USCIS](#) 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.

EAD Points of Contact



CDLS(W) - Protocol Coordinator
CAF Washington Canadian Armed Forces
cdlswprotocol@forces.gc.ca | 202-682-7697



CFSU(CS) / NORAD - Misty Baker
CND Forces Support Unit (Colorado Springs)
misty.baker@forces.gc.ca | 719-556-8242

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