



City of Tacoma
 LEAP Office
 747 Market Street, Room 900
 Tacoma, WA 98402
 (253) 591-5826 fax (253) 591-5232
 www.cityoftacoma.org/leap

LEAP EMPLOYEE VERIFICATION FORM

Contractor: _____ Specification Number: _____

Project Description: _____

Employee Name: _____ Craft: _____

Ethnic Group (*optional*): Asian/Pac Isl. Black Hispanic Native American White Other

Social Security Number: _____ Gender (*optional*): MALE FEMALE

Complete Physical Address (No PO Boxes): _____

City: _____ State: _____ Zip: _____ Telephone: _____ Date of Hire: _____

Apprenticeship County: _____ Apprentice Registration I.D. (*if applicable*): _____

*******Please fill out entire form for tracking LEAP performance*******

LEAP qualified employee categories: (check all that apply)

_____ a. Resident of the Tacoma Renewal Community / Community Empowerment Zone or a Target Area
 (verified by the map/address in the LEAP packet given at the pre-con meeting)

_____ b. Resident within the geographic boundaries of the City of Tacoma
 (verified by the City of Tacoma's www.govme.org website)

_____ c. Pierce County Apprentice-WA State Approved (verified by the Labor & Industries website,
www.lni.wa.gov), i.e. a Pierce County resident who is a registered Apprentice

_____ d. Tacoma Power Hydro Projects only - Resident of Lewis, Mason, Grays Harbor, Pierce and
 Thurston Counties - (verified by proof of county residency) **Effective on projects advertised after 07-10-09*

_____ e. Tacoma Water Green River Headworks and Watershed Projects only - Resident of Seattle's
 Duwamish and White Center Community Empowerment Zone (CEZ) or King County Apprentice (verified by
 proof of CEZ residency) or (King County Apprentice status verified by the Labor &
 Industries website, www.lni.wa.gov/, directions to follow) **Effective on projects advertised after 07-10-09*

Signature of Employee: _____ Date: _____

Contractor Representative: _____ Date: _____

LEAP EMPLOYEE VERIFICATION FORM

To be Completed by Contractor or Subcontractor

Please attach a legible copy of the following document(s) as proof of local residency and/or Pierce County Apprentice status.

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- _____ Driver's License with current address
- _____ Utility Bill/Phone Bill/Cell Bill/Cable Bill with current address
- _____ Copy of current tax form W-4
- _____ Rental Agreement/Lease (residential)
- _____ Computer Printout From Other Government Agencies
- _____ Property Tax Records
- _____ Apprentice Registration I.D.
- _____ Food Stamp Award Letter
- _____ Housing Authority Verification
- _____ Insurance Policy (Residence/Auto)
- _____ Other

*Any of the above must have a complete physical address verified by the www.govme.org website.

No PO Boxes

Contractor Representative: _____ Date: _____

Title: _____