



Employment Eligibility Verification

Federal citizenship and immigration laws require employers to verify that new workers are eligible to work in the United States. This process requires the completion of the I-9 or "Employment Eligibility Verification" form. This form is completed at Employee Benefits Orientation, and personal identification is checked and verified by staff.

Please bring original appropriate identification with you to your orientation.

Please see the lists below for identification documents that are appropriate. Employees may bring an item from List A, or two items - one from List B and a second from List C.

LIST OF ACCEPTABLE DOCUMENTS

List A Documents that establish both identity and employment eligibility	OR	List B Documents that establish identity (MUST be photo ID)	AND	List C Documents that establish employment eligibility
1. US Passport <i>(expired or unexpired)</i> 2. Permanent Resident Card or Alien Registration Receipt Card with Photograph <i>(Form I-551)</i> 3. Unexpired foreign passport with a temporary I-551 stamp 4. Unexpired Employment Authorization Document that contains a photograph <i>(Form I-766, Form I-688, I-688A, or I-688B)</i> 5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing the endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		1. Driver's license or ID card issued by a state or outlying possessions of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state, local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with photograph 4. Voter Registration Card 5. US Military or draft record 6. Military Dependents ID Card 7. US Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Drivers license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor or hospital record 12. Day care or nursery school record		1. US Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i> 2. Certificate of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i> 3. Original or certified copy of a birth certificate issued by a state, county municipal authority or outlying possession of the United States bearing the official seal 4. Native American tribal document 5. US Citizen ID card <i>(Form I-197)</i> 6. ID Card for use of Resident Citizen in the US <i>(Form I-179)</i> 7. Unexpired employment document issued by DHS <i>(other than those listed under List A)</i>