

# Form I-9, Employment Eligibility Verification

The U.S. Department of Homeland Security’s employment eligibility process requires that employees must present, to their employer, evidence of identity **and** employment eligibility within three business days of the date employment begins. If an employee is authorized to work, but is unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days.

## LISTS OF ACCEPTABLE DOCUMENTS

You may provide a document from List A which establishes both identity and employment eligibility or you may provide a document from List B (establishing your identity) and a document from List C (establishing your employment eligibility).

### LIST A

**Documents that Establish Both Identity and Employment Eligibility**

### LIST B

**Documents that Establish Identity**

### LIST C

**Documents that Establish Employment Eligibility**

**OR**

**AND**

<p><b>1.</b> U.S. Passport (unexpired or expired)</p>	<p><b>1.</b> Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</p> <p><b>2.</b> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</p>	<p><b>1.</b> U.S. Social card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</p> <p><b>2.</b> Certification of Birth Abroad issued by the Department of State (<i>form FS-545 or Form DS-1350</i>)</p>
<p><b>2.</b> Permanent Resident Card or Green Card issued by the U.S. Citizenship and Immigration Services</p>		
<p><b>3.</b> An unexpired foreign passport with a temporary I-551 stamp</p>	<p><b>3.</b> School ID card with a photograph</p>	<p><b>3.</b> Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</p>
<p><b>4.</b> An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)</p>	<p><b>4.</b> Voter’s registration card</p> <p><b>5.</b> U.S. Military card or draft record</p>	<p><b>4.</b> Native American tribal document</p> <p><b>5.</b> U.S. Citizen ID Card (<i>Form I-197</i>)</p>
	<p><b>6.</b> Military dependent’s ID card</p> <p><b>7.</b> U.S. Coast Guard Merchant Mariner Card</p>	<p><b>6.</b> ID Card for use of Resident Citizen in the United States-76D7 e109 Tc 0.002 an unexpired Arrival-Departure Record, Form I94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer</p>
	<p><b>10.</b> School record or report</p> <p><b>11.</b> Clinic, doctor, or hospital record</p> <p><b>12.</b> Daycare or nursery school record</p>	

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