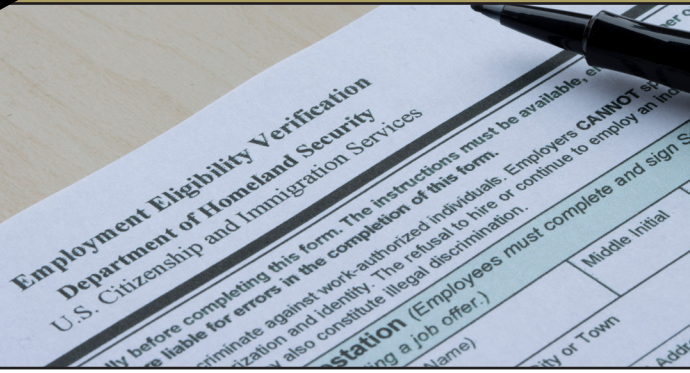


Completing an I-9 Form or E-Verify



The I-9 form and E-Verify are used to document the verification of an employee's identity and their ability to work in the United States. **Employees must complete and submit the I-9 form or E-Verify no later than their first day of employment.**

HOW TO COMPLETE:

1. *Provide your current legal name, address, date of birth, and Social Security Number.*
2. *Select a box to attest to your citizenship or immigration status.*
3. *Sign and date the form.*
4. *If you used a preparer and/or translator, the preparer and/or translator must verify their assistance. Skip this step if it does not apply.*
5. *Present the I-9 form documentation from **List A** or **Lists B and C** on the back side of this page.*

Your employer will examine your documents and may make copies. The original documents must be returned to you. You cannot be asked for documents to prove your citizenship/immigration status.

Employers may need to re-verify your continued authorization to work in the United States. You must choose a document from List A or List C. If you are rehired within three years of the first forms' completion, a Supplemental B form will be used to document your continued authorization to work in the United States. An employer may elect to have you fill out a new I-9 form if you are re-hired.

FOR MORE INFORMATION, VISIT:

www.uscis.gov/i-9 or www.e-verify.gov

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LISTS OF ACCEPTABLE DOCUMENTS:

List A	OR	List B	AND	List C
Establishes Identity AND Employment Authorization		Establishes Identity		Establishes Employment Authorization
U.S. Passport or U.S. Passport card		Driver's license or official ID card issued by a State		U.S. Social Security Card
Permanent Resident Card or Alien Registration Receipt Card		ID card issued by a federal, state, or local government agency		Certification of report of birth issued by the Department of State
Foreign passport with an I-551 or temporary I-551 stamp		School ID card with a photograph		Original or certified copy of birth certificate issued by a State, county, municipal authority, or U.S. territory
Employment Authorization document containing a photograph		Voter's registration card		Native American tribal document
For individuals temporarily authorized to work for a specific employer:		U.S. Military card or draft record or Military dependent's ID card		U.S. Citizen ID Card
Foreign passport and Form I-94 or I-94A		U.S. Coast Guard Merchant Mariner Card		Identification Card for Use of Resident Citizen in the United States
Passport from Micronesia or the Republic of the Marshall Islands with Form I-94 or I-94A		Native American Tribal Document		Employment authorization issued by the Department of Homeland Security
		Driver's License issued in Canada		
		For individuals under 18 who are unable to provide one of the documents above:		
		School record or report card		
		Clinic, doctor, or hospital record		
		Daycare or nursery school record		