

Required Paperwork: I-9 Form

The U.S Department of Homeland Security requires that I-9 documentation be completed by all employees, providing proof of both identity and eligibility to work in the United States. The following are acceptable forms of identification:

One document from list A **OR** one document each from lists B and C.

Please review the lists carefully. In many cases, original documents are required.

LIST A	LIST B	LIST C
Documents that establish both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
U.S. Passport (Un-expired or expired)	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, sex, height, eye color and address	U.S. Social Security Card issued by the Social Security Administration (Other than a card saying it is not valid for employment)
Certificate of U.S. Citizenship (Form N-560 or N-561)	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, sex, height, eye color and address	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
Certificate of Naturalization (Form N-550 or N-570)	School ID card with a photograph	Original, certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
Un-expired Foreign Passport with <i>I-551 stamp</i> or attached Form I-94 indicating un-expired employment authorization	Voter's Registration Card	Native American tribal document
Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)	U.S. Military card or draft record	U.S. Citizen ID Card (Form I-197)
Un-expired Temporary Resident Card (Form I-688)	Military dependent's ID card	ID card for use of Resident Citizen in the United States (Form I-179)
Un-expired Employment Authorization Card (Form I-688A)	Native American tribal document	Un-expired employment authorization document issued by the DHS (Other than those listed under List A)
Un-expired Reentry Permit (Form I-327)	U.S. Coast Guard	
Un-expired Refugee Travel Document (Form I-571)	Merchant Mariner Card	
Un-expired Employment Authorization Document issued by the INS which contains a photograph (Form I-688B)	Drivers License issued by a Canadian Government Authority	
	Persons Under age 18 who are unable to present a document listed above may submit: School Record or report card Clinic, doctor or hospital record Day-care or nursery school record	