

REQUIRED DOCUMENTS FOR NEW EMPLOYEES

The following list contains the documents that new employees are required to bring with them on their first day of employment with the University of Houston-Downtown.

Lists of Required Documents

I. Parking	II. Payroll	III. ID Card
<i>Parking is available for faculty and staff in the Parking Garage.</i>	<i>New employees will be required to complete several payroll related forms.</i>	<i>Your ID card allows you access to the Student Life Center, provides you with discounts in the bookstore, and allows you the ability to check out books in our library.</i>
Vehicle information (i.e. make/model, year, license plate number)	To sign up for direct deposit you will need your financial institution's routing number and checking account number (It is not necessary to bring a voided check.)	Picture ID card
Driver's License	Social Security Card or verification from the Social Security Administration of Social Security Number	
Personal check for parking fee (Fee is \$10 for Adjunct Faculty)		

IV. I-9 Form

Employment Eligibility Verification (I-9) Lists of Acceptable Documents

LIST A	OR	LIST B	AND	LIST C
Documents that establish both identity and employment authorization		Documents that establish identity		Documents that establish employment eligibility
U.S. Passport or U.S. Passport card		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		Social Security card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
Permanent Resident card or Alien Registration Receipt card (Form I-551)		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		Certification of Birth Abroad issued by the Department of State (Form FS-545)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa		School ID card with a photograph		Certification of Report of Birth issued by the Department of State (Form DS-1350)

Employment Authorization Document that contains a photograph (Form I-776)		Voter's registration card		Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		U.S. Military card or draft record		Native American tribal document
Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI		Military dependent's ID card		U.S. Citizen ID card (Form I-197)
		U.S. Coast Guard Merchant Mariner card		Identification card for Use of Resident Citizen in the United States (Form I-179)
		Native American tribal document		Employment authorization document issued by the Department of Homeland Security
		Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above		
		School record or report card		
		Clinic, doctor, or hospital record		
		Day-care or nursery school record		