



EMPLOYMENT ELIGIBILITY VERIFICATION INSTRUCTIONS (FORM I-9)

All employees are required to complete the Employment Eligibility Verification in order to verify identity and employment eligibility. Please follow the steps below to complete SECTION 1 prior to your first day.

- You will receive an e-mail invitation to complete your online Employment Eligibility Verification (Form I-9). The email invitation will contain the web site and login information.
- Fill out Section 1, check off the 'Signature Validation' box and click 'Save'

- You will be prompted to answer a security question in order to sign the document electronically. You may choose a question from the drop down menu and put the answer in the blank box to the right. Please read the attestation and click on "E-Sign Document" if you consent.
- You will see the message below if you have completed the form successfully.

You have completed Section 1 of the Form I-9.
You can exit or close this screen.

- To complete SECTION 2, you will be required to bring original documents for verification. See "LIST OF ACCEPTABLE DOCUMENTS FOR E-VERIFY" for a list of acceptable documents.



LIST OF ACCEPTABLE DOCUMENTS FOR E-VERIFY

All employees are required to complete the Employment Eligibility Verification (Form I-9) in order to verify identity and employment eligibility. You must provide either one piece of identification from List A, OR one piece of identification from List B and one piece from List C. For example, you must provide a U.S. Passport OR both a Driver's License and a Social Security Card.

You must bring the ORIGINAL documents on your first day of work (New Beginnings).

DOCUMENTS MUST BE ORIGINAL AND UNEXPIRED - NO PHOTO COPIES WILL BE ACCEPTED.



or



+



1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A 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
6. 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

OR

1. 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
2. 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
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's 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

AND

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security