



The Mount Sinai Medical Center One Gustave L. Levy Place New York, NY 10029-6574

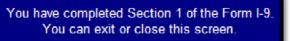
## EMPLOYMENT ELIGIBILITY VERIFICATION INSTRUCTIONS (FORM I-9)

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'

Department of Homels U.S. Citizenship and Imm		ew Instructions	03/19 No. 1615-0047; Expires 06/30/0 Employment Eligibility Verification
DISCRIMATION NOTICE:	It is illegal to discriminate against work	eligible individuals. Employ	available during completion of this form. ANTI- iers CANROT specify which document(s) they will date may also constitute illegal discrimination.
Section 1. Employee I	information and Verification. To be complete	and signed by employee at the tim	te employment begins.
Print Name: Lauf	fest	Mitdle estal	Makten fiame
Adomsa (Street Name and Number)		Apt #	Date of Birth (month/day/year)
			1
Cey	State	Zin Code	Social Security #
	NONE		
imprisonment and/ of false documents of this form. Ch	feral law provides for or fines for false statements or use In connection with the completion eck Signature Validation ( then click "Save"	I attest, under penaity of perju ( <u>Chok for theip</u> ) O A obzen of the United Si O A Lawful Permanent Ret O An alien authorized to w	sident (Allen A#)
Employee's Gignature		(month/bay/year) I/2009	
	Complete da	Cancel	ave'

- 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.



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.



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## 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 <u>-OR-</u> 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.

