

## LISTS OF ACCEPTABLE DOCUMENTS:

All documents must be UNEXPIRED

## 4 POINT DOCUMENT VERIFICATION:

Employees must present a total of 4 points of identification from the following lists below for completion of Form I-9. ORIGINAL DOCUMENTS ONLY. NO EXCEPTIONS.

### LIST A

Documents that Establish Both Identity and Employment Authorization

- ☐ **(4pts.) U.S. Passport or U.S. Passport Card**
- ☐ **(4pts.) Permanent Resident Card or Alien Registration Receipt Card (Form I-551)**
- ☐ **(4pts.) Employment Authorization Document that contains a photograph (Form I-766)**
- ☐ **(4pts.) For International Students:**
  - ☐ (1pts.) Foreign Passport
  - ☐ (1pts.) Form I-94 (Arrival and Departure Record)
  - ☐ (1pts.) F-1 (I-20 Visa) OR
  - ☐ (1pts.) J-1 (DS-2019)
  - ☐ (1pts.) SSN Card or SSN receipt

Before presenting your identification for completion of Form I-9, be sure to have all documents required.

**CHECK YOUR SCORE:**

**/4**

### LIST B

Documents that Establish Identity (Select ONE)

- ☐ (3pts.) Driver's License or ID Card Issued by State or outlying possession of the U.S. provided it contains a photograph or information such as name, DoB, gender, height, eye color, and address.
- ☐ (3pts.) School ID Card with a photograph
- ☐ (3pts.) Voter's Registration Card
- ☐ (3pts.) Military ID Card or Military Dependent's ID
- ☐ (3pts.) U.S. Coast Guard Merchant Mariner Card
- ☐ (3pts.) Native American Tribal Document
- ☐ (3pts.) Driver's license issued by a Canadian government authority

AND

### LIST C

Documents that Establish Employment Authorization (Select ONE)

- ☐ (1pts.) A Social Security Account Number Card, unless the card includes one of the following:

- 1. NOT VALID FOR EMPLOYMENT
  - 1. VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - 1. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- ☐ (1pts.) Birth Certificate issued by the Dept. of State (Forms DS-1350, FS-545, FS-240)
- ☐ (1pts.) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the U.S. bearing an official seal
- ☐ (1pts.) Native American Tribal Document
- ☐ (1pts.) U.S. Citizen ID
- ☐ (1pts.) ID Card for Use of Resident Citizen in the United States (Form I-179)
- ☐ (1pts.) Employment authorization document issued by DHS