



I-9 Documents List

For your convenience, we have provided you with a list of acceptable documents for the I-9 form required by the U.S. Department of Justice. Having the necessary forms when you come in to fill out paperwork saves time and allows us to process your information within the required three (3) business days. We appreciate your cooperation and hope you find this list helpful. **Please note that all documents must be unexpired.**

One document from this list will suffice for the entire I-9:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
- Foreign passport that contains a temporary *I-551 stamp*, or temporary *I-551 printed notation* on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (*Form I-766*)
- 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
- 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

One document from this column:

AND

One document from this column:

- 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
- 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
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- 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 U.S.
- Certification of Birth Abroad issued by the Department of State (*Form FS-545*)
- Certification Report of Birth issued by the Department of State (*Form DS-1350*)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (*Form I-197*)
- ID Card for use of Resident Citizen in the United States (*Form I-179*)
- Employment authorization document issued by the Department of Homeland Security

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

We also ask that you bring a blank, voided check to attach to your payroll form

Thank You!