



## 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.

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

- U.S. Passport (unexpired or expired)
- Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
- Unexpired foreign passport, with a temporary *I-551 stamp*
- Unexpired Employment Authorization Document that contains a photograph (*Form I-766, I-688, I-688A, I-688B*)
- Unexpired foreign passport with an unexpired Arrival-Departure Record, *Form I-94*, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

### 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

*For persons under age 18 who are unable to present a document in the above column:*

- School record or report card
- Clinic, doctor or hospital record
- Day-care or nursery school record

- U.S. social security card issued by the Social Security Administration (*other than a card stating that it is not valid for employment*)
- Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying 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*)
- Unexpired employment authorization document issued by the DHS (*other than those listed at the top of the page.*)

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

Thank you!