SUBJECT—FEDERAL E-VERIFY EMPLOYMENT ELIGIBILITY REQUEST

All newly hired employees will need to be processed through the verification system no later than three (3) days after the date of hire. It is critical that paperwork for new hires be submitted in a timely manner. In order to meet the federal mandated deadline, Form I-9 must be received by HRS for review within two (2) days of hire.

All new hires must bring a completed copy of this E-Verify Request Letter plus acceptable Form I-9 identification documents, as indicated below, within the first two (2) days of hire to

- the Human Resource Services office at 390 Admin. Bldg. or
- the HRS office in the Health Science Center, fourth floor room 047(across from Family Med) or
- HRS will also be available in Tech Park at scheduled times. Call 632-6162 for dates and times.

LIST OF ACCEPTABLE DOCUMENTS
PLEASE BRING EITHER 1 FROM A OR 1 FROM B AND 1 FROM C

List A (Documents that establish both identity and employment eligibility)
- United States Passport or United States Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (I-551)
- Employment Authorization Document (I-766) that contains a photograph
- Foreign Passport with temporary I-551 stamp
- Nonimmigrant alien authorized to work only for a specific employer, foreign passport with Form I-94 or 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.

List B (Documents that establish identity only)
- Driver's license or ID card issued by a state or outlying possession of the U.S. 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
- Native American tribal document
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID Card
- Driver's license issued by Canadian government authority
- School record or report card (persons under age 18 who are unable to present a document listed above)

List C (Documents that establish employment eligibility only)
- Social Security account number card without employment restrictions
- Original or certified copy of a birth certificate with an official seal issued by a state or local government agency
- Certification of Birth Abroad issued by Dept. of State (Form FS-545)
- Certification of Report of Birth issued by the Dept. of State (Form -1350)
- US Citizen ID Card (Form I-197)
- Native American tribal document
- Identification Card for Use of Resident Citizen in the United States (Form-I-179)