

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE. It is illegal to discriminate against work eligible individuals. Eloyers CANNOT specify which documents(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

Print Name: Last First Middle Initial Maiden Name
Address (Street Name and Number) Apt. # Date of Birth (MM/DD/YY)
City State Zip Code Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following):
A citizen or national of the United States
A Lawful Permanent Resident (Alien # A
An alien authorized to work until / /
(Alien # or Admission #)

Employee's Name Employee's Signature Date (MM/DD/YY)

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct

Print Name Preparer's/Translator's Signature
Address (Street Name and Number, City, State, ZipCode) Date (MM/DD/YY)

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B AND one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s).

LIST A OR LIST B AND LIST C
Document Title:
Issuing authority:
Document #:
Expiration Date(if any):
Document #:
Expiration Date(if any):

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) / / and that to the best of my knowledge the employee is

Signature of Employer or Authorized Representative Print Name Title
Business or Organization Name Address(Street, Number City, State, ZipCode) Date(MM/DD/YY)

Section 3 Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable) B. Date of rehire (MM/DD/YY)(if applicable)
C. If employees previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.
Document Title: Document #: Expiration Date (if any): / /

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer of Authorized Representative Date (MM/DD/YY)

LIST OF ACCEPTABLE DOCUMENTS FOR THE I-9 FORM

Please choose from List A OR List B AND List C
(Please complete our I-9 Form - See Compensation's Forms Section)

LIST A	OR LIST B	<u>AND</u> LIST C
Documents that Establish Both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
1. US Passport (Unexpired or expired)	1. Driver's License or ID Card issued by the state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.	1. US Social Security Card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Certificate of US Citizenship (INS Form N-560 or N-561)	2. ID Card issued by the federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.	2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. Certificate of Naturalization (INS Form N-550 or N-570)	3. School ID card with a photograph	3. 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
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.	4. Voter's registration card	4. Native American tribal documents
5. Alien Registration Receipt Card with Photograph (INS Form I-151 or I-551)	5. US military card or draft record	5. US Citizen ID Card (<i>INS Form I-197</i>)
6. Unexpired Temporary Resident Card (INS Form I-688)	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)
7. Unexpired Employment Authorization Card (INS Form I-688A)	7. US Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)
8. Unexpired Reentry Permit (INS Form I-327)	8. Native American tribal document	
9. Unexpired Refugee Travel Document (INS Form I-571)	9. Driver's license issued by a Canadian government authority	
10. Unexpired Employment Authorization Document issued	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)