

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED*

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C

List A Documents that Establish Both Identity and Employment Authorization	OR	List B Documents that Establish Identity	AND	List C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Form I-551: Permanent Resident Card or Alien Registration Receipt Card 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Form I-766: Employment Authorization Document that contains a photograph 5. For a nonimmigrant alien authorized to work for a specific employer because of his/her status: <ol style="list-style-type: none"> a. Foreign passport; <u>and</u> b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> i. The same name as the passport; <u>and</u> ii. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form 6. 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	<ol style="list-style-type: none"> 1. 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 2. 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft card 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> a. NOT VALID FOR EMPLOYMENT b. VALID FOR WORK ONLY WITH INS AUTHORIZATION c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Form FS-545: Certification of Birth Abroad issued by the Department of State 3. Form DS-1350: Certification of Report of Birth issued by the Department of State 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. Form I-197: U.S. Citizen ID Card 7. Form I-179: Identification Card for Use of Resident Citizen in the United States 8. Employment authorization document issued by the Department of Homeland Security (that is not listed in List A)

* Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status (TPS).

Receipts: If an employee is unable to present an original required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents. Employees must present receipts within 3 business days of their first day of employment, or in the case of reverifications, by the date that reverification is required, and must present valid original replacement documents within the time frames described below.

- **Acceptable Receipts (Section 2 completer would click on the I-9 eXpress box titled "Receipt" and record receipt information. Form will not process until employee submits original document(s) and the I-9 form is updated to reflect original document(s) information):**
 - A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.
 - The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.
 - The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.
- **Unacceptable Receipts:**
 - A receipt showing that a person has applied for an initial grant of employment authorization or for renewal of employment authorization.