

New Hire Onboarding Guide: I-9

Here is a list of acceptable I-9 documents:

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. **Please note all documents must be unexpired.**

| List A | Or | List B | And | List C |
|--|----|--|-----|--|
| Documents that Establish Both Identity & Employment Authorization | | Documents that Establish Identity | | Documents that Establish Employment Authorization |
| 1. U.S. Passport or U.S. Passport Card. | | 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. | | 1. Social Security Account Number card, unless the card includes one of the following restrictions: a. NOT VALID FOR EMPLOYMENT b. VALID FOR WORK ONLY WITH INS AUTHORIZATION c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). | | 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. | | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240). |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. | | 3. School ID card with a photograph. | | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 4. For a non-immigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: i. The same name as the passport; and ii. An endorsement of the alien's non-immigrant 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. | | 4. Voter's registration card. | | 4. Native American tribal document. |
| | | 5. U.S. Military card or draft record. | | 5. U.S. Citizen ID Card (Form I-197). |
| | | 6. Military dependent's ID card. | | 6. Identification Card for the Use of Resident Citizen in the United States (Form I-179). |
| | | 7. U.S. Coast Guard Merchant Mariner Card. | | 7. Employment authorization document issued by the Department of Homeland Security. |
| | | 8. Native American tribal document. | | |
| 5. 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 non-immigrant admission under the Compact of Free Association Between the United States & the FSM or RMI. | | 9. Driver's license issued by a Canadian government authority. | | |
| | | 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. | | |

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274). Refer to the instructions for more information about acceptable receipts.