

# 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 Documents that Establish Both Identity & Employment Authorization	Or	List B Documents that Establish Identity	And	List C 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. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document.		4. Native American tribal document. 5. U.S. Citizen ID Card (Form I-197). 6. Identification Card for the Use of Resident Citizen in the United States (Form I-179).
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.  <b>For persons under age 18 who are unable to present a document listed above:</b>		7. Employment authorization document issued by the Department of Homeland Security.
		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.