

NEW EMPLOYEE I-9 AUTHORIZATION PROCESS

U.S. Citizenship and Immigration Services require all employees to complete the Employment Eligibility Verification Form I-9 and present original unexpired documents establishing identity and employment eligibility. To ensure compliance please follow the directions below.

Hiring Department

1. Fill out the New Employee Authorization Form (NEAF), located on HR website under HR Forms – New Hire Package.
2. If applicable, include the employee PeopleSoft/ePAR number on NEAF form.
3. Give employee a copy of the list of acceptable documents.
4. **Do not instruct employee of the documents they can present** (*this is against the law*). Employee must personally determine the documents they will present to verify their employment eligibility using the list of acceptable documents as their guide.
5. Inform new employee of timeframe for completion and consequences if not in compliance.
6. Direct employee to:
Human Resources Service Center (HRSC)
325 McElhinney Hall (bldg 588 on campus map)

Employee

1. Bring New Employee Authorization Form to HRSC.
2. Bring current unexpired acceptable I-9 documents to present for employment eligibility.
3. Upon I-9 completion a confirmation receipt will be issued.

Human Resources

4. A HR Service Center representative will complete the employee I-9 if unexpired acceptable documents are presented.
5. The HR Service Center representative will issue a confirmation receipt when I-9 has been completed.

NEW EMPLOYEE AUTHORIZATION FORM

Only original unexpired documents will be accepted to establish employment eligibility

Department Instructions: All below fields require completion. Please conduct a thorough search to confirm if the employee has a PeopleSoft ID and or ePAR number.

This form will no longer be used as a confirmation receipt; it is for HR verification purposes only. The HR Representative will give the employee a confirmation receipt once the I-9 has been completed.

(Please Print)

Employee ID _____ (***Please conduct thorough search in PeopleSoft.***)

Name _____, _____, _____
LAST FIRST MIDDLE

Hire Date _____ ePAR# _____

Preparer's Name: _____ Date: _____
(PLEASE PRINT)

Department: _____ Phone: _____
(PLEASE PRINT)

Send Email Verification to: _____ * Email Address: _____
(PLEASE PRINT Name)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

| LIST A Documents that Establish Both Identity and Employment Authorization | LIST B Documents that Establish Identity | LIST C Documents that Establish Employment Authorization |
|---|---|---|
| OR | AND | |
| 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 other than one that specifies on the face that the issuance of the card does not authorize employment in the United States |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | 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. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | 3. School ID card with a photograph | 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. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form 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 | 4. Voter's registration card | 5. Native American tribal document |
| | 5. U.S. Military card or draft record | 6. U.S. Citizen ID Card (Form I-197) |
| | 6. Military dependent's ID card | |
| | 7. U.S. Coast Guard Merchant Mariner Card | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | 8. Native American tribal document | 8. Employment authorization document issued by the Department of Homeland Security |
| 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 | 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 | |

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