

Employment Eligibility Verification

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. Employers **ANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of future expiration date may also constitute illegal discrimination.

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

Last Name: _____ First Name: _____ Middle Initial: _____ Maiden Name: _____
 Address (Street Name and Number): _____ Apt. #: _____ Date of Birth (month/day/year): _____
 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:

A citizen or national of the United States
 A Lawful Permanent Resident
 An alien

Check one of the following):

Employee's Signature: _____

Preparer and/or Translator Certificate (other than the employee.) I attest, under penalty of perjury, that to the best of my knowledge the information is true.

Preparer's/Translator's Signature: _____

Address (Street Name and Number): _____

Section 2. Employer Information. To be completed by the employer.

Examine the employee's identification documents and verify that the employee is eligible to work in the United States.

Signature of Employer or Authorized Representative: _____

Date (month/day/year): _____

Section 3. Updating Information. To be completed by the employer if the employee's information changes.

A. New Name (if applicable): _____

C. If employee's previous grant of employment eligibility has expired, provide the following information below for the document that establishes current employment:

Document Title: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that I have reviewed the information presented and believe that the employee is eligible to work in the United States, and if the employee is an alien, that the employee's identification documents appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: _____ Date (month/day/year): _____

SAMPLE ONLY

IMPORTANT!

You must complete an I-9 Form for employment eligibility verification in the UNCG Student Employment Office prior to, or BY your FIRST DAY OF WORK.

In order for your employment eligibility to be verified, you must present a list of acceptable documents as outlined on the back of this form. Please read the document from List A, or a combination of documents from List B and List C (one document from each list).

PER FEDERAL REGULATIONS YOU MUST NOT WORK WITHOUT COMPLETING THIS FORM.

INTERNATIONAL STUDENTS: Please bring your Passport and Form I-20 or Form 2019.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A

Documents that Establish Both
Identity and Employment
Eligibility

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
- Unexpired Temporary Resident Card (Form I-688)
- Unexpired Employment Authorization Card (Form I-688A)
- Unexpired Reentry Permit (Form I-327)
- Unexpired Refugee Travel Document (Form I-571)
- Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)

OR

LIST B

Documents that Establish
Identity

- 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 record
- 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
- 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

AND

LIST C

Documents that Establish
Employment Eligibility

- 1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- 2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- 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. Native American tribal document
- 5. U.S. Citizen ID Card (Form I-197)
- 6. ID Card for use of Resident Citizen in the United States (Form I-179)
- 7. Unexpired employment authorization document issued by DHS (other than those listed under List A)

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