

I-9 Processing Examining Employee Documents

Examining Documents

You must examine the documentation your employee presents to complete Section 2 of Form I-9. You are not required to be a document expert. You must accept documents that reasonably appear to be genuine and to relate to the person presenting them. However, if the new employee provides a document that does not reasonably appear to be genuine and relate to them, you must reject that document and ask for other documents that satisfy the requirements of Form I-9.

If Your Employee	You Should	Tips
Provides documentation that reasonably appears to be genuine, relates to the employee, and is on the List of Acceptable Documents	Accept the documentation.	
Provides a document that does not reasonably appear to be genuine or relate to the employee or is not on the List of Acceptable Documents.	Reject the document and ask for other document(s) that satisfy Form I-9 requirements.	The standard is reasonableness. You are not expected to be a document expert.
Writes more than one last name in Section 1, but presents a document from the List of Acceptable Documents that has only one of those last names.	Ask your employee the reason for the difference in the names. If the document reasonably appears to be genuine and to relate to the individual, you may accept the document.	Add a "case note" in the employee record in Guardian explaining the discrepancy.
Presents a document from the List of Acceptable Documents in which his or her name is spelled slightly differently than the name he or she wrote in Section 1.	Ask your employee the reason for the difference in spelling. If it reasonably appears to be genuine and to relate to the individual, you may accept the document.	Ask your employee to use his or her full legal name in Section 1. Ask him or her to do one of the following; Correct Form I-9 and initial the change; provide a different document with the correct spelling; provide you a corrected document.
Provides a document in which the name the employee wrote in Section 1 is completely or substantially different from the name on the document.	Ask the employee the reason for the name change. If your employee maintains that the name in Section 1 is his or her legal name and you are satisfied that the document reasonably appears to relate to the employee, you may accept the document.	Add a "case note" in the employee record in Guardian explaining the discrepancy. If the employee voluntarily provides proof of a name change, you should attach a copy in the OnDocs section of the employee record in Guardian.
Provides a document that does not reasonably appear to be genuine and/or to relate to the individual or if he or she cannot present other documents to satisfy the requirements of Form I-9.	The employment may be terminated. (Escalate issue to your Location I-9 Coordinator or CHRO/APD).	

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List A Documents

The documents on List A show both identity and employment authorization. [Employees](#) presenting a List A document should not be asked to present any other document. Some List A documents are in fact a combination of two or more documents. In these cases, the documents presented together count as one List A document.

U.S. Passport or U.S. Passport Card



Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)



Foreign passport that contains a temporary 1-551stamp or temporary 1-551 printed notation on a machine-readable immigrant visa (MRIV) [Note that this document is subject to [reverification](#)]

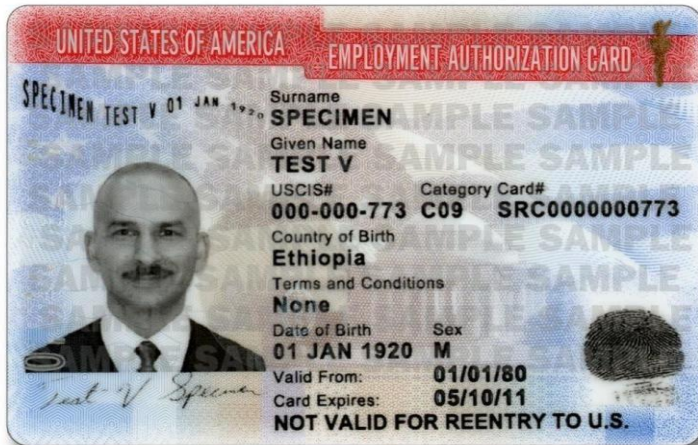


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Employment Authorization Document (Card) that contains a photograph (Form I- 766)



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Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status.

This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report. Note: Some individuals who present this List A document, such as certain nonimmigrant students and exchange visitors, must also present [additional documentation](#) in order to prove their work authorization in the [United States](#).

In April 2013, Form I-94 was automated at airports and seaports. CBP no longer automatically provides travelers with a paper copy of Form I-94. Travelers may access Form I-94 information through the [CBP website](#) or may request a paper Form I-94 during the inspection process



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Department of
Homeland Security

CBP I-94A (11/04)
Departure Record

Family Name	
SAMPLE	
First (Given) Name	Birth Date (Day Mo Yr)
AHMET	22, 12, 50
Country of Citizenship	
PAKISTAN	

20041122 US-VISIT 20050207 MULTIPLE

See Other Side

STAPLE HERE



U.S. Customs and Border Protection

Get I-94 Number

Admission (I-94) Number Retrieval

Acfmulon (1-14) Record NIIIIHr:ItoooUI062

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Dmlls prcwtd on AdmiMion(I-"I lonn

Family Name: LI
First (Given) Name: LYDIA
Birth Date (MM/DD/YYYY): 01/01/1990
Passport Number: P123123213

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Additional Documentation Requirements

Some individuals who present a [List A document](#), such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the [United States](#).

Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training

Curricular practical training allows students to accept paid alternative work/study, internships, cooperative education or any other type of required internship or practicum that employers offer through cooperative agreements with the student's school. The training must be related to the student's field of study. A student may begin curricular practical training after the Designated School Official has completed the Form I-20, Certificate of Eligibility for F-1 Students Status endorsement page. The DSO-endorsed Form I-20, Certificate of Eligibility for F-1 Students Status together with the student's Form I-94/94A indicating F-1 nonimmigrant status is evidence of employment authorization.

For [Form I-9](#) purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- The student's unexpired foreign passport
- Form I-20 with the Designated School Official's endorsement for employment on page 3
- A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status

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Attachment A

Page 1

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student
Status — For Academic and Language Students *COMB NO. 1115-0051/*

Please read instructions on Page 2

This page must be completed and signed in the U.S. by a designated school official

SEVIS

Official Name (surname):		_____		For Immigration Official Use		Student's Copy	
First (given) Name:		Middle Name:					
Country of birth:		Date of birth (month/day/year):					
Country of citizenship:		Admission number:					
School (school district) name:							
School Official to be notified of student's arrival in U.S. (Name and Title):						Visa Issuance Pool Dole Visa Unit	
School address (include zip code):							
School code (including 3-digit suffix, if any) and approval date: _____ approved on _____						Reinstatement extension granted to: _____	

3 This certificate is issued to the student named above for:

4 Level of education the student is pursuing or will pursue in the United States:

5. The student named above has been accepted for a full course of study at this school, majoring in _____
The student is expected to complete studies not later than _____ months. The normal length of study is _____ months.

6. English proficiency:

7. This school estimates the student's average costs for an academic term of _____ (up to 12) months to be:

a. Tuition and fees	\$ _____
b. Living expenses	\$ _____
c. Expenses of dependents	\$ _____
d. Other (specify):	\$ _____
Total	\$ _____

8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).

a. Student's personal funds	\$ _____
b. Funds from this school	\$ _____
Specify type: _____	
c. Funds from another source	\$ _____
Specify type: _____	
d. On-campus employment	\$ _____
Total	\$ _____

9. Remarks: _____

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(1)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
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11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student	Signature of Student	Date
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Name of parent or guardian	Signature of parent or guardian	Address (city)	(State or Province) (Country)	(Date)
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If student under 18

Form 1-20 A-B (Rev. 04-27-85)N

For Official Use Only
Microfilm Index Number

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U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO.1405-0119
EXPIRES 02-28-2005
ESTIMATED BURDEN TIME: 45 min
*See page 2

1. Family Name: Jones		First Name: Mary		Middle Name: Q	Gender: FEMALE	Number: N0000010676
Date of Birth (mm-dd-yy): 12-12-1970		City of Birth: Berlin		Country of Birth: GERMANY	Citizenship Country Code: GM	Citizenship Country: GERMANY
U.S. Address: 1234 Main Street Alexandria, VA 22312		U.S. Permanent Resident Country Code: IA		U.S. Permanent Resident Country: GERMANY	Position Code: 114	Position: CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT
2. Program Sponsor: Pig Farming Institute				Exchange Visitor Program / I-9 Number: P-3-10244		
3. Reporting Program Official Occupation: PROFESSOR; SHORT-TERM SCHOLAR; TEACHER						
Purpose of this form: Replace a DS-2019 form (Damaged)						
J. Form Covers Period:		K. Exchange Visitor Category:				
From (mm-dd-yyyy): 12-01-2002		TEACHER				
To (mm-dd-yyyy): 12-31-2003		Subject Field Code: 32.0108		Subject Field Code Description: Literacy and Communication Skills		
5. During the period covered by this form, the total estimated financial support (in U.S.\$) is to be provided to the exchange visitor by: Current Program Sponsor (U.S.\$): \$777.00 Department of Education: \$2,500.00 International Monetary Fund: \$5,322.00 \$6,599.00						
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).				7. Emily Green Responsible Officer Name of Official Preparing Form 3500 Branch Ave Atlanta, GA 20001 Address of Responsible Officer or Alternate Responsible Officer Signature of Responsible Officer or Alternate Responsible Officer		
8. Statement of Responsible Officer (or Responsible Sponsor) (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____, Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.				Date (mm-dd-yyyy) of Signature _____		
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(d) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484 AS AMENDED (suite 1(a) of page 1).				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum Validation Period of 180 days or 6 months)		
The Exchange Visitor in the above program is: 1. <input type="radio"/> Not subject to the two-year residence requirement <input type="radio"/> Subject to two-year residence requirement based on: A. <input type="radio"/> Government financing and/or B. <input type="radio"/> The Exchange Visitor Skills List and/or C. <input type="radio"/> PL 94-484 as amended (ALL USAID PARTICIPANTS GOING TO ALL ALIEN PHYSICIANS SPONSORED BY P-1-45/0 ARE SUBJECT TO THE TWO-YEAR 110ME RESIDENCE REQUIREMENT)				*EXCEPT: Maximum validation period is up to six months for Short-Term Scholars and four months for Camp Counselors and Summer Workaway. (1) Exchange Visitor is in Good Standing at the present time Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____ (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____		
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(d).				Signature of Responsible Officer or Alternate Responsible Officer		
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.						
Signature of Responsible Officer or Alternate Responsible Officer				Place		Date (mm-dd-yyyy)

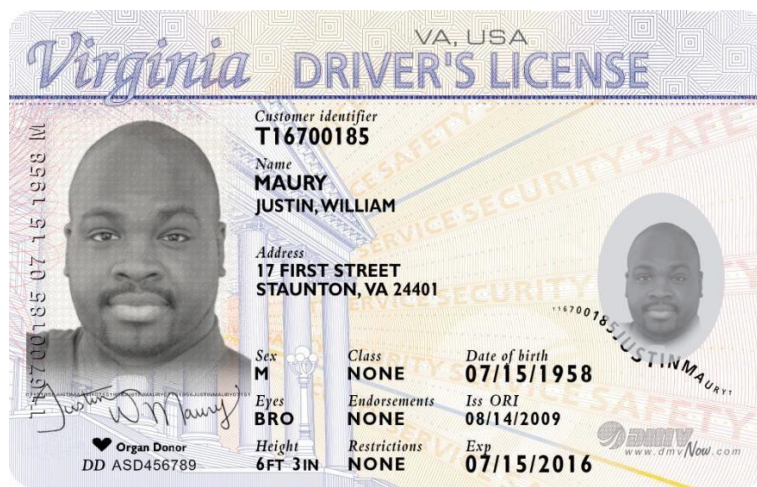
The employer should record the foreign passport and 1-94 numbers in Section 2 under List A of Form 1-9. Write the SEVIS number and the program expiration date from Form DS-2019 in the margin of Form 1-9 near Section 2. For J-1 nonimmigrant students, also note the documentation from the Responsible Officer in the margin near Section 2.

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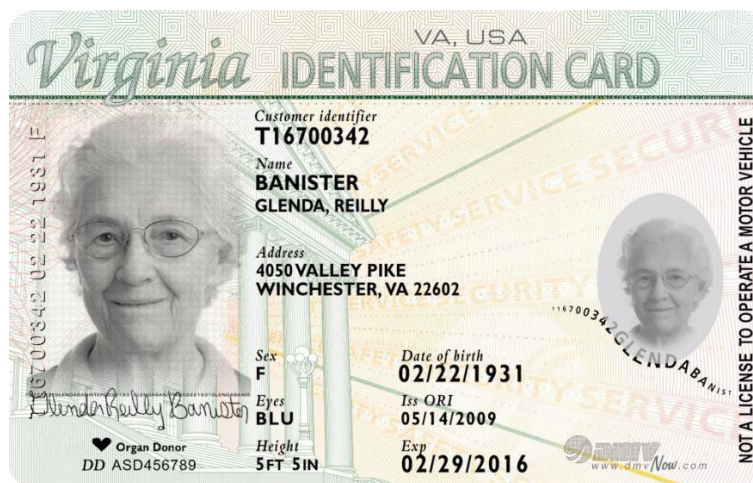
List B Documents

The documents on List B show identity only. [Employees](#) who choose to present a **List B document must also present a document from [List C](#) for Section 2.** Employees may present one of the following unexpired List B documents:

Driver's license or identification (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



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



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List C Documents

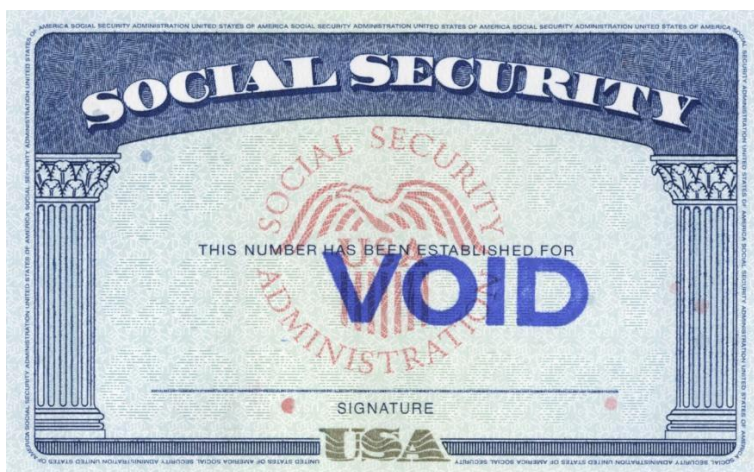
The documents in List C show employment authorization only. **Employees who choose to present a List C document must also provide a document from [List B](#) for Section 2.**

Employees may present one of the following unexpired List C documents: U.S. Social Security account number card that is unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document:

NOT VALID FOR EMPLOYMENT

VALID FOR WORK ONLY WITH INS AUTHORIZATION

VALID FOR WORK ONLY WITH DHS AUTHORIZATION



Certification of Birth Abroad issued by the U.S. Department of State (Form FS- 545)

DEPARTMENT OF STATE
FOREIGN SERVICE OF THE UNITED STATES OF AMERICA
Certification of Birth Abroad
of a Citizen of the United States of America

This is to certify that according to records on file in this Office

JOHN THOMAS WILLIAMS, ROSE

Sex MALE was born at US NAVAL HOSPITAL, OKINAWA, JAPAN
on AUGUST 12, 1990 Report of birth recorded on SEPTEMBER 14, 1990

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of the Consular Service of the United States
of America at NAHA, JAPAN
this 14TH day of SEPTEMBER 1990

(SEAL)

[Signature]
CONSUL of the United States of America

WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the raised seal of the office of issuance.

Form FS-545
1-73

16-71022-2 GPO

Online I-9/E-Verify System Tools and Resources

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Certification of Report of Birth issued by the U.S. Department of State (Form DS- 1350)

UNITED STATES OF AMERICA
DEPARTMENT OF STATE

159- 1018159

Certification of Report of Birth
of a United States Citizen

This is to certify that the birth of IMA SAMPLE sex FEMALE
born at DESOLATION MONGOLIA
on APRIL 1, 1996 was registered with the Consular Service of the United States and a
Consular Report of Birth was issued at BISHKEK, KYRGYZSTAN
on SEPTEMBER 10, 1996

Father DADDY SAMPLE Mother MOMMY SAMPLE
Date of Birth APRIL 1, 1970 Date of Birth APRIL 1, 1975

CONDOLEEZZA RICE
Secretary of State
Authentication Officer, Washington, D.C.
OCTOBER 27, 2005
Date

FORM DS-1350 WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the raised seal of the office of issuance.

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

CERTIFICATION OF VITAL RECORD
STATE OF RHODE ISLAND
AND
PROVIDENCE PLANTATIONS

VOID

COPY OF CERTIFICATE OF BIRTH
State of Rhode Island

WEDNESDAY
John Doe
Male
Feb. 3, 2002
The Memorial Hospital
Pawtucket
Providence
RHODE ISLAND

John R. Doe
Providence
Newport, RI
RI
Feb. 5, 2002

I hereby certify that this is a true and exact copy of the document officially registered and placed on file in the filing office.
Issued STATE OFFICE, PROVIDENCE Date of Issuance SEP 11 2002

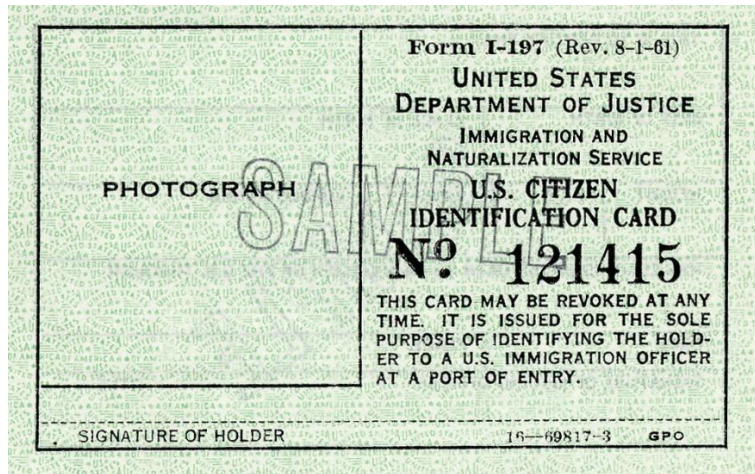
Signature of Registrar

THIS COPY VALID ONLY IF ISSUED ON PAPER WITH ENGRAVED WORDS DISPLAYING RAISED SEAL AND SIGNATURE OF STATE OR LOCAL RESIDENTS

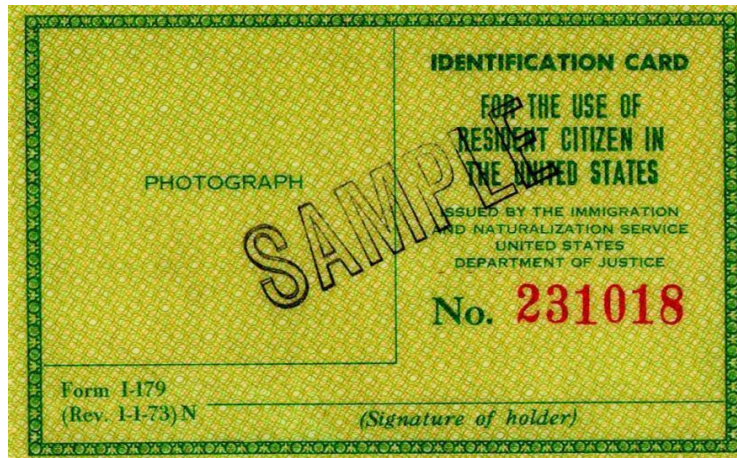
Online I-9/E-Verify System Tools and Resources

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Native American tribal document
U.S. Citizen ID Card (Form I-197)



Identification Card for Use of Resident Citizen in the United States (Form I-179)



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Receipts

Sometimes, your employee will present a "receipt" in lieu of a [List A](#), [List B](#), or [List C](#) document. An acceptable receipt is valid for a short period of time for completion of [Section 2](#) or [Section 3](#) (re-verification) of [Form I-9](#).

There are only three types of acceptable receipts:

A receipt showing that your employee has applied to replace a document that was lost, stolen or damaged.

Your employee may present a receipt for the application for the replacement of any List A, List B, or List C document. This receipt is valid for 90 days. When it expires, the employee must show you the replacement document for which the receipt was given.

The arrival portion of Form [I-94/I-94A](#) with a temporary I-551 stamp and a photograph of the individual

A lawful permanent resident may present this List A receipt instead of showing their Permanent Resident Card (Form I-551) to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or one year after the issuance date if the stamp does not contain an expiration date. When it expires, your employee must show you their Permanent Resident Card (Form I-551).

Departure portion of Form I-94/I-94A with a refugee admission stamp

A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days. When the receipt expires, your employee must show the employer either an Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card.

When your employee provides an acceptable receipt, you should:

Record the document title in Section 2 under List A, List B or List C, as applicable. Write the word "receipt," the document title and number and the last day that the receipt is valid.

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After the receipt expires, you should:

Cross out the word “receipt” and any accompanying document number.

Record the number and other required document information from the actual document presented.

Initial and date the change.

You cannot accept a receipt for the application for an initial or renewal employment authorization but can accept a receipt for the application for replacement of a lost, stolen or damaged employment authorization document. You cannot accept receipts if employment will last less than three days.

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Who Is Issued This Document

Citizenship Status/Document Matrix					
	DOCUMENTTYPE	A CITIZEN OF THE U.S.	A NONCITIZEN NATIONAL OF THE U.S.	A LAWFUL PERMANENT RESIDENT	AN ALIEN AUTHORIZED TO WORK
LIST A	U.S.Passport or Passport Card	●	●		
	Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)			●	
	Foreign passport with temporary 1-551 stamp or printed notation on a MRIV			●	
	Employment Authorization Document (Form 1-766)				●
	Foreign passport with Arrival/Departure Record (Form 1-94}				●
	Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form 1-94 or Form I-94A				●
LIST B	Driver's License or ID card issued by a U.S.state or outlying possession	●	●	●	●
	ID card issued by a U.S.federal, state or local government agency	●	●	●	●
	School ID card	●	●	●	●
	Voter registration card			●	●
	U.S.military card or draft record	●	●		
	Military dependent's ID card				
	U.S.Coast Guard Merchant Mariner Card	●	●	●	●
	Native American tribal document	●	●	●	●
	Driver's license issued by a Canadian government authority	●	●	●	●
	School record or report card (under age 18)		●	●	●
LIST C	Clinic,doctor or hospital record (under age 18)		●	●	●
	Day-care or nursery school record (under age 18)	●	●	●	●
	Social Security Card*	●	●	●	●
	Certification of Birth Abroad (Form FS-545)	●	●		
	Certification of Report of Birth (Form DS-1350)	●	●		
	U.S.birth certificate (original or certified copy)	●	●		
	Native American tribal document	●	●	●	●
	U.S.Citizen ID Card (Form 1-197)				
	ID Card for Use of Resident Citizen in the United States (Form 1-179)	●	●		
	Employment authorization document issued by the U.S.Department of Homeland Security				

[Online I-9/E-Verify System Tools and Resources](#)

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