

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-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification** *(To be completed and signed by employee at the time employment begins.)*

|   |       |                |                                       |
|---|-------|----------------|---------------------------------------|
| Print Name: Last                        | First | Middle Initial | Maiden Name                           |
| Address <i>(Street Name and Number)</i> |       | Apt. #         | Date of Birth <i>(month/day/year)</i> |
| 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 **(check one of the following):**

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - *month/day/year*)

Employee's Signature

Date *(month/day/year)*

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

|  |            |
|--|------------|
| Preparer's/Translator's Signature                              | Print Name |
| Address <i>(Street Name and Number, City, State, Zip Code)</i> |            |
| Date <i>(month/day/year)</i>                                   |            |

**Section 2. Employer Review and Verification** *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

| List A                                  | OR | List B | AND | List C |
|---|----|--------|-----|--------|
| Document title: _____                   |    | _____  |     | _____  |
| Issuing authority: _____                |    | _____  |     | _____  |
| Document #: _____                       |    | _____  |     | _____  |
| Expiration Date <i>(if any)</i> : _____ |    | _____  |     | _____  |
| Document #: _____                       |    | _____  |     | _____  |
| Expiration Date <i>(if any)</i> : _____ |    | _____  |     | _____  |

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on *(month/day/year)* \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. **(State employment agencies may omit the date the employee began employment.)**

|  |            |                              |
|--|------------|------------------------------|
| Signature of Employer or Authorized Representative   | Print Name | Title                        |
| Business or Organization Name and Address <i>(Street Name and Number, City, State, Zip Code)</i> |            | Date <i>(month/day/year)</i> |

**Section 3. Updating and Reverification** *(To be completed and signed by employer.)*

|                                    |  |
|------------------------------------|--|
| A. New Name <i>(if applicable)</i> | B. Date of Rehire <i>(month/day/year)</i> <i>(if applicable)</i> |
|------------------------------------|--|

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

|                       |                   |   |
|-----------------------|-------------------|---|
| Document Title: _____ | Document #: _____ | Expiration Date <i>(if any)</i> : _____ |
|-----------------------|-------------------|---|

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

|  |                              |
|--|------------------------------|
| Signature of Employer or Authorized Representative | Date <i>(month/day/year)</i> |
|--|------------------------------|

## 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)  |   |   |
| 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                | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545)  |
| 4. Employment Authorization Document that contains a photograph (Form I-766)  | 3. School ID card with a photograph   | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)  |
| 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. U.S. Military card or draft record   |   |
|   | 6. Military dependent's ID card   | 5. Native American tribal document  |
|   | 7. U.S. Coast Guard Merchant Mariner Card   | 6. U.S. Citizen ID Card (Form I-197)  |
|   | 8. Native American tribal document  |   |
|   | 9. Driver's license issued by a Canadian government authority   | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)  |
| 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   | <b>For persons under age 18 who are unable to present a document listed above:</b>  | 8. 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   |   |

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