

**ALL PERSONNEL**Legal Status Requirement**Employment Eligibility Verification (1-9)**

One of the provisions of the Immigration Reform and Control Act of 1986 (Simpson-Rodino Immigration Bill) makes it unlawful to “knowingly” hire, recruit, or refer for hire any unauthorized alien. In accordance with the law, employers must verify work authorization and identity for all individuals hired, recruited or referred for employment. The form I-9, Employment Eligibility Verification Form, has been designated as the required form to be used in complying with these requirements. All employees hired since November 6, 1986 must complete Form I-9.

In order to comply with the requirements, the following procedures shall be utilized in the processing of all new employees:

1. All newly hired employees (and those hired since November 6, 1986) shall complete Form I-9, Employment Eligibility Verification Form.
2. For all newly hired employees, the Personnel Office shall review documents that authorize employment in the United States and that identify the employee and will check the expiration date of all original documents
  - A. As provided by Immigration and Naturalization Service (INS), the following list of documents are acceptable to evidence both identity and employment eligibility
    1. U.S. Passport (even if expired)
    2. Certificate of U.S. Citizenship (INS Form N-560)
    3. Certificate of Naturalization (INS Form N-550)
    4. An unexpired foreign passport which contains an unexpired stamp that reads, “processed for 1-551...” or has attached thereto a Form I-94 bearing the same name of employee on passport, with period unexpired, and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94
    5. Alien Registration Receipt Card (INS Form I-15) or Resident Alien (INS Form I551) provided that it contains a photograph of the person
    6. Temporary Resident Card (INS Form I-668) or Employment Authorization Card (INS Form I-668A) with photograph of person.
  - B. As provided by INS, the following list of documents are acceptable to establish identity only. Employment authorization is determined by

documents in 2C below.

1. A state issued driver's license or identification card containing a photograph. Identifying information should be included, such as name, date of birth, sex, height, color of eyes, and address.
  2. Other documents of identification such as U.S. Military I.D. card, school I.D. card, Native American Tribal documents or a U.S. Coast Guard or Merchant Mariner card.
- C. As provided by INS, the following list of documents are acceptable to establish employment authorization only. Identification is determined by documents in 2B above.
1. Social Security Card other than one not valid for employment purposes.
  2. Unexpired reentry permit (INS Form I-327)
  3. Unexpired Refugee Travel document (INS Form I-57)
  4. Certification of Birth issued by the Department of State (Form FS-545)
  5. Certification of Birth Abroad issued by the Department of State (Form DS-1350)
  6. An original or certified copy of a birth certificate issued by a state, which establishes birth in that state.
- D. Please Note: Only when an employee cannot supply a driver's license or social security card does other documentation have to be requested. A newly hired employee has only 72 hours to submit an identification document and proof of employment authorization. If an individual does not possess an acceptable document and needs to service one for verification, he/she must present a receipt for the application of the document within 3 days and the required document within 21 days.
3. Upon completion of a review of the information on the I-9 and any supporting documents, the individual will be processed and any additional requested information in order to attest that all information is genuine will be signed by the Coordinator of Personnel Services.
  4. All completed Form I-9s, with attached copies of documents, will be placed in a separate file located in the Personnel Office. The length of retention for completed Form I-9s shall be for three (3) years after the date of hire or one (1) year after the date the individual's employment is terminated, whichever is later. All I-9's will be microfilmed before they are destroyed.
    - a. Name changes which occur after preparing this form must be recorded on the form by lining through the old name, printing the

new name and the reason (i.e., marriage), and dating and initialing the changes.

1. No attempt should be made to delete or erase the old name in any fashion.
  
5. Form I-9s may be inspected by INS officials or officials from the Department of Labor. Upon presentation of appropriate credentials, the request to review these forms will be referred to the Coordinator of Personnel Services, or in his/her absence, the Superintendent or designee.