Verifying Identification Documents for I-9 Submission

On an employee's first day of work, look over their identification documents (list below) to verify their identity and document validity. If the employee is working remotely and you are unable to confirm their identity in person, please schedule a Teams or Zoom video meeting before their first day. During the meeting, please have the employee hold up their document(s) and determine whether they reasonably appear to be genuine and relate to the employee - i.e. do the document(s) appear to be real and does the employee match the photo in the document(s)?

Acceptable identification documents are listed in the following document. Please note that all documents provided must be unexpired and in their original form. COPIES CANNOT BE ACCEPTED. Acceptable documents include one document from List A OR the combination of a document from List B and a document from List C. (Example: a U.S. Passport OR a Driver's License combined with a Social Security Card.) Please reference the list of requirements below for each type of document that breaks down which pages need to be signed, how to look for expiration dates, etc.

<table>
<thead>
<tr>
<th>LIST A: Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B: Documents that Establish Identity</th>
<th>LIST C: Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or excluding possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
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<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>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</td>
<td></td>
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<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>1. Social Security Account number card, unless the card includes one of the following restrictions:</td>
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<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:</td>
<td>5. U.S. Military card or draft record</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
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<tr>
<td>a. Foreign passport, and</td>
<td>6. Military dependent's ID card</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
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<tr>
<td>b. Form I-84 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Marine card</td>
<td>2. Certification of report of birth issued by the Department of State (Form DS-1350, F5-545, F5-240)</td>
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<tr>
<td>(1) The same name as the passport, and</td>
<td>8. Native American tribal card</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>4. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-44A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>5. Employment authorization document issued by the Department of Homeland Security</td>
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<td></td>
<td>10. School record or report card</td>
<td>For examples, see Section 7 and Section 2 of the M-274 on <a href="http://www.dhs.gov/ohcf-central">www.dhs.gov/ohcf-central</a></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable Receipts
May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

- Receipt for a replacement of a lost, stolen, or damaged List A document.
- Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.
- Form I-94 with "RE" notation or refugee stamp issued to a refugee.

OR

- Receipt for a replacement of a lost, stolen, or damaged List B document.
- Receipt for a replacement of a lost, stolen, or damaged List C document.
Requirements For Each Type of Document:

List A Documents

1. **U.S. Passport** – Look over the frontside (the page with the employee’s photo, information and signature) and the backside (the last page with the barcode.) Ensure the photo matches the employee and that the Passport is **signed, unexpired** and in its **original** form.

2. **U.S. Passport Card** – Look over the frontside of the card and the backside. Ensure the photo matches the employee and that the Passport Card is **not expired** and in its **original** form.
3. Permanent Resident Card (I-551) – Look over the frontside of the card and the backside. Ensure the photo matches the employee and that the Resident Card is **not expired**.

![Permanent Resident Card](image)

4. Employment Authorization Card (I-766) – Look over the frontside of the card and the backside. Ensure the photo matches the employee and that the Employment Card is **not expired**.

![Employment Authorization Card](image)

**List B Documents**

1. Driver’s License, Identification Card, Military ID, School ID – Look over the frontside of the card and the backside. Ensure the photo matches the employee and that the ID is **not expired**.

![Driver's License](image)
2. Native American Tribal Document – Look over the frontside of the card and the backside. Ensure the photo matches the employee and that the document is **not expired**.

List C Documents

1. Social Security Card – Look over the frontside of the card and the backside. Ensure the document is signed and does not say “VALID FOR WORK ONLY WITH DHS AUTHORIZATION.” DHS Social Security Cards are issued to international employees and do not establish citizenship.
2. U.S. Birth Certificate – Look over the frontside of the birth certificate. Ensure their name matches their supporting documentation provided from List B.

International Employees:
International employees will need the combination of two-three documents depending on whether they are a student and an employee:

1. Foreign Passport – Look over the page with the employee’s photograph and passport information. Some foreign passports also have a page with a barcode, so make sure to look for that. If there is a barcode, scan that page too.
Remote Process E-mail Template:

Hi (Insert name of employee),

Welcome to DU!

Thank you for letting us know you need to complete the employment verification form (FORM I-9) remotely. The process has been recently updated and simplified by the USCIS.

After completing Section 1 of your I-9 Form through HireRight, we will meet for a Teams or Zoom video meeting where you will hold the identification documents you submitted with Section 1 to the camera for identity verification. The process should only take about 3-5 minutes.

Please let me know when you have some available times for a meeting this week. Do not hesitate to reach out with any questions. Thank you!

Final Instructions:

Lastly, please reach out to the Employment Services Team at employmentservices@du.edu to confirm that you have verified the identity of this employee. Please use the below provided email template. If you have a group of hires identities you have confirmed, you can list each employee in a single e-mail.

Please also provide the employee with the attached Employee Information and Action Items found on the HRIC website that detail the next new hire steps to be completed on their My DU account, including Direct Deposit, tax forms, emergency contacts, etc.

Section 2 Confirmation Email Template:

Hi Employment Services,

I have verified the identity and documents for I-9 Verification for the following employee(s):

Insert Name of Employee, DU ID number, and type of identification document verified (Ex: U.S. Passport)

Please let me know if you need anything else. Thank you!
If an employee believes they have completed an I-9 Verification for previous employment with DU, please reach out to employmentservices@du.edu to confirm their I-9 completion. I-9 Verifications stay valid for three years, so the employee may have an expired I-9 on file.

If you have any further questions or concerns, you can reach out to our Employment Specialists through email at employmentservices@du.edu or over the phone at (303) 871-3502. We appreciate your assistance in maintaining DU’s compliance and creating a welcoming environment for incoming employees. Thank you!