

SERVICE: Certificated
ISSUED BY: Pers. Research (07-22-09)
REPLACES: PG: E 10 (6-24-87)
REFERENCE: Immigration Reform and Control Act of 1986
CHANGES: Updated list of acceptable employment eligibility documents.

1. **Employment Authorization:** In order to be employed, prospective employees, whether a United States citizen or an alien admitted to the United States as a permanent resident must produce employment authorization and identity documentation. All applicants must present for employment either one document from Category A, **or** one document from Category B **and** one from Category C.

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR AND		
1. U.S. Passport (unexpired or expired)	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. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	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 or Form DS-1350)
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	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. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (form I-179)
	7. U.S. Coast Guard merchant Mariner Card	
	8. Native American Tribal document	7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
	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	

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2. Employment Eligibility Verification Form: To verify compliance with employment authorization requirements, the prospective employee must sign an attestation statement (Form I-9) that he/she is a United States citizen or is authorized to work in the United States. A District representative must also sign an attestation statement (Form I-9) that the required documents have been examined and that they appear to be genuine. District representatives will not be held responsible for the deceitful actions of applicants who present documents which appear to be genuine but which, in fact may not authorize legal employment in the U.S. Form I-9 must be kept on file and made available on request for inspection by officers of the Department of Labor and the Immigration and Naturalization Service.
3. Former Employees: Former employees are not required to re-establish identity and employment eligibility if the applicant is rehired within three years of the initial execution of Form I-9, and the original I-9 is reviewed and information indicates that the applicant is still authorized for employment.
4. Non-immigrants: Aliens admitted to the United States temporarily are called non-immigrants and may not be employed unless they can show authorization for employment issued by the Immigration and Naturalization Service. Such authorization may limit the type, place, and duration of the employment permitted.
5. Students: An alien in a nonimmigrant (F-1) student status may only be employed, without permission of the Immigration and Naturalization Service, for part-time on-campus employment.
6. Timing Guidelines: If applicants are authorized to work, but are unable to present the required document(s) within three business days of the date employment begins, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days of the date employment begins.
7. Retention of Form I-9: The form will be kept by the District and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor, and Office of Special Counsel for Immigration Related Unfair Employment Practices.
8. Oath of Support: The Oath of Allegiance or Support (Form 8204) must be signed prior to employment by all new employees.