

TO: New Faculty and Graduate Assistants
 FROM: Faculty Personnel Services (FPS)
 SUBJECT: Employment Eligibility Verification (Form I-9)

IMPORTANT

The U.S. Department of Homeland Security requires employers to verify the identity and employment authorization of each new employee (citizen and noncitizen) hired to work in the United States. **Each new employee must complete an Employment Eligibility Verification form (Form I-9).**

To complete the Form I-9, **you must report in person to Faculty Personnel Services in 308 Warriner Hall on or before your first day of employment.** With you, **you must bring documentation that establishes your identity and employment authorization.** CMU must examine and certify, in your physical presence, the document(s) you present from the lists of acceptable documents below. If you are unable to meet this deadline, you must contact Faculty Personnel Services at (989) 774-3368 immediately. Your offer of employment is contingent upon the timely completion of the Form I-9.

CMU cannot specify which document(s) an employee may present from this list. Choose which unexpired document(s) to present from the lists of acceptable documents. You may present either one selection from List A – **OR** – a combination of one selection from List B and one selection from List C. **All documents must be original** (no photocopies, except for certified copies of birth certificates) and unexpired.

CHOOSE ONE (1) LIST A*	<u>OR</u>	CHOOSE ONE (1) LIST B	<u>AND</u>	CHOOSE ONE (1) LIST C
LIST A Documents that Establish Both Identity and Employment Authorization		LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 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 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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. 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		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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

* Some List A documents are combination documents that must be presented together to be considered a List A document, such as a foreign passport together with a Form I-94 containing an endorsement of the alien's nonimmigrant status.