

# 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.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a

combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</li> </ol>
<p><b>Acceptable Receipts</b> May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>		<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>



- 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**.



- 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**.

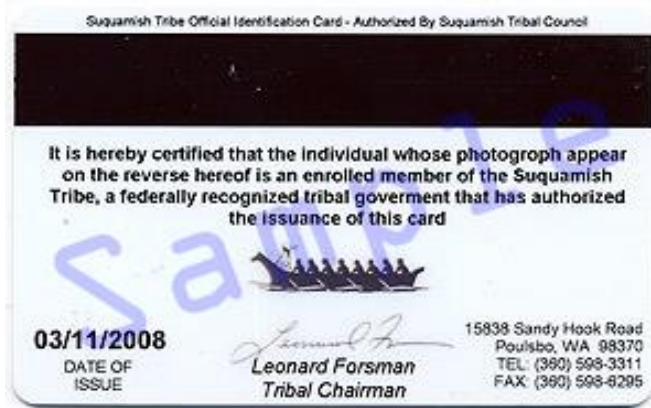
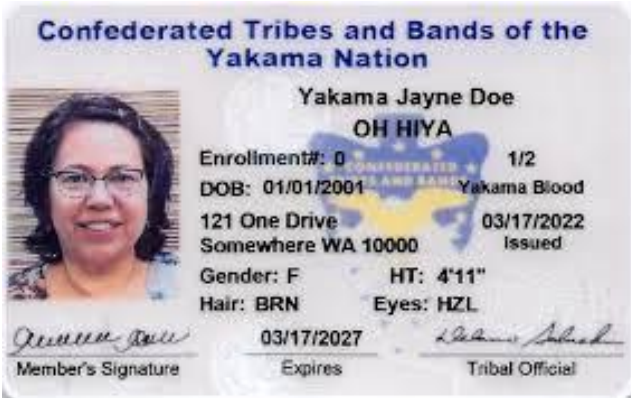


## List B Documents

- 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**.

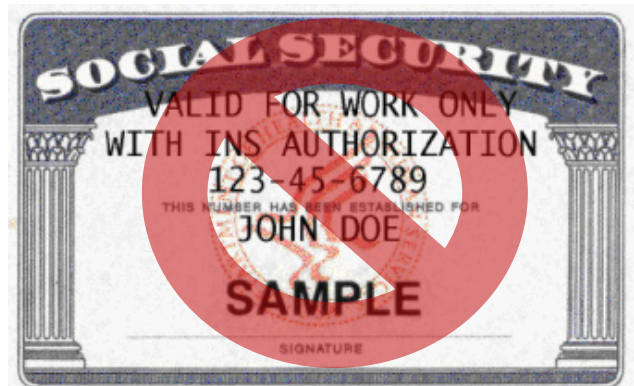
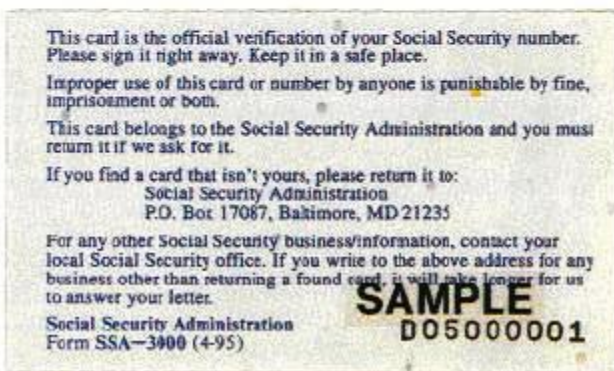
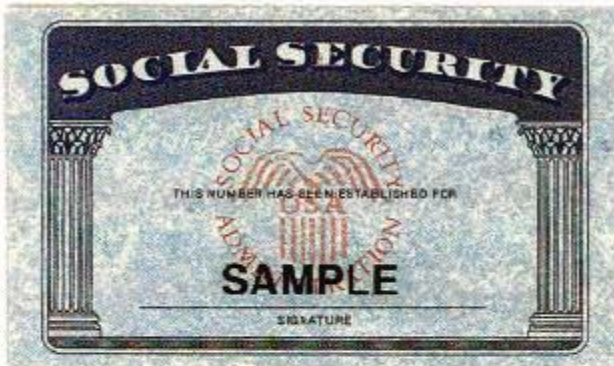


- Native American Tribal Document – Look over the frontside of the card and the backside. Ensure the photo matches the employee and that the document is **not expired**.



**List C Documents**

- 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.





**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](mailto: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](mailto: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](mailto: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!