

## Part Eight

# Acceptable Documents for Verifying Employment Authorization and Identity

The following documents have been designated as acceptable for Form I-9 to establish an employee's employment authorization and identity. The comprehensive Lists of Acceptable Documents can be found on the next pages of this Handbook and on the last page of Form I-9. Samples of many of the acceptable documents appear on the following pages.

To establish both identity and employment authorization, a person must present to his or her employer a document or combination of documents, if applicable, from List A, which shows both identity and employment authorization; or one document from List B, which shows only identity, and one document from List C, which shows only employment authorization.

If a person is unable to present the required document(s) within three business days of the date work for pay begins, he or she must present an acceptable receipt within that time. The person then must present the actual document when the receipt period ends. The person must

have indicated on or before the time employment began, by having checked an appropriate box in Section 1, that he or she is already authorized to be employed in the United States. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Receipts are also not acceptable if employment is for fewer than three business days.

The following pages show the most recent versions and representative images of some of the various acceptable documents on the list. These images can assist you in your review of the document presented to you. These pages are not, however, comprehensive. In some cases, many variations of a particular document exist and new versions may be published subsequent to the publication date of this Handbook. Keep in mind that USCIS does not expect you to be a document expert. You are expected to accept documents that reasonably appear to be genuine and to relate to the person presenting them. For a list of acceptable receipts for Form I-9, see Table 1 in Part Two.

### **LIST A: Documents That Establish Both Identity and Employment Authorization**

*All documents must be unexpired.*

1. U.S. Passport or 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 (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the 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

## LIST B: Documents That Establish Identity

*All documents must be unexpired.*

For individuals 18 years of age or older:

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

## LIST C: Documents That Establish Employment Authorization

*All documents must be unexpired.*

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

**NOTE:** A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)

3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. 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
5. Native American tribal document
6. U.S. Citizen Identification 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 DHS





This most recent older version of the Permanent Resident Card shows the DHS seal and contains a detailed hologram on the front of the card. Each card is personalized with an etching showing the bearer's photo, name, fingerprint, date of birth, alien registration number, card expiration date, and card number.

Also in circulation are older Resident Alien cards, issued by the U.S. Department of Justice, Immigration and Naturalization Service, which do not have expiration dates and are valid indefinitely. These cards are peach in color and contain the bearer's fingerprint and photograph.



Older version Permanent Resident Card (Form I-551) front and back

### Foreign Passport with I-551 Stamp or MRIV

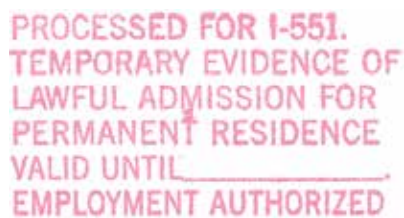


Unexpired Foreign Passport with I-551 Stamp

USCIS uses either an I-551 stamp or a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) to denote temporary evidence of lawful permanent residence. Sometimes, if no foreign passport is available, USCIS will place the I-551 stamp on a Form I-94 and affix a photograph of the bearer to the form. This document is considered a receipt.

Reverify the employee in Section 3 of Form I-9 when the stamp in the passport expires, or one year after the issuance date if the stamp does not include an expiration date. For temporary I-551 receipts, at the end of the receipt validity period, the individual must present the Permanent Resident Card (Form I-551) for Section 2 of Form I-9.

The MRIV demonstrates permanent resident status for one year from the date of admission found in the foreign passport that contains the MRIV.



I-551 Stamp



**Form I-20 Accompanied by Form I-94 or Form I-94A**

Form I-94 or Form I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20, Certificate of Eligibility for Nonimmigrant Students, endorsed with employment authorization by the designated school official for off-campus employment or curricular practical training. USCIS will issue an Employment Authorization Document (Form I-766) to all students (F-1 and M-1) authorized for a post-completion OPT period.

(See Form I-94 on next page.)

**Form I-20 Accompanied by Form I-94 or Form I-94A**

U.S. Department of Justice  
Immigration and Naturalization Service  
Certificate of Eligibility for Nonimmigrant (F-1) Student  
Status - For Academic and Language Students. (DS-160) (11/13/2011)

Please read Instructions on Page 2  
This page must be completed and filed in the U.S. by a designated school official.

**A. Public Name (Surname):**  
First (Given) Name: Middle Name:  
Country of birth: Date of birth (month/year):  
Country of citizenship: Additional number:

**B. School (Designated) Name:**  
School Official to be notified of student's arrival in U.S. (Name and Title):  
School address (include zip code):  
School code (including 4-digit suffix, if any) and approval date:  
Approval on: \_\_\_\_\_

**3. This certificate is issued to the student named above for:**  
**4. Level of education the student is pursuing or will pursue in the United States:**

**5. The student named above has been accepted for a full course of study at this school, requiring at least 12 credit hours per semester. The student is obligated to report to the school no later than \_\_\_\_\_ months after the start of the school year.**

**6. Employment:**  
a. Living Expenses: \$ \_\_\_\_\_  
b. Degree of Dependence: \$ \_\_\_\_\_  
c. Other (Specify): \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

**7. This school certifies that the student's average score for the previous term is:**  
a. Total score: \_\_\_\_\_  
b. Living Expenses: \$ \_\_\_\_\_  
c. Degree of Dependence: \$ \_\_\_\_\_  
d. Other (Specify): \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

**8. This school has information showing the following as the student's source of support, estimated for an academic term of months (Use the same number of months given in item 5):**  
a. Funds from this school: \_\_\_\_\_  
b. Funds from other source: \_\_\_\_\_  
c. On-campus employment: \_\_\_\_\_  
d. Other: \_\_\_\_\_  
Total: \_\_\_\_\_

**9. School Certification:** I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct. I intended this form to be used in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, interview, or other records of arrival and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(a)(5)(i), I am a designated official of the above named school and am authorized to issue this form.

Name of School Official: \_\_\_\_\_ Signature of Designated School Official: \_\_\_\_\_ Title: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Place Issued (to the end item): \_\_\_\_\_

**10. Student Certification:** I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form unless specifically to me and in true and correct to the best of my knowledge. I certify that I will be in compliance with the United States laws, regulations, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.2(a) to determine my nonimmigrant status.

Name of Student: \_\_\_\_\_ Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

State of parent or guardian: \_\_\_\_\_ Signature of parent or guardian: \_\_\_\_\_ Address (city): \_\_\_\_\_ (State or Province) (Country): \_\_\_\_\_ (Zip): \_\_\_\_\_

Form I-20 A, B (Rev. 04-27-09)

**Form DS-2019 Accompanied by Form I-94 or Form I-94A**

Nonimmigrant exchange visitors (J-1) must have a Form I-94 or Form I-94A accompanied by an unexpired Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, issued by the U.S. Department of State, that specifies the sponsor. J-1 exchange visitors working outside the program indicated on the Form DS-2019 also need a letter from their responsible officer.

(See Form I-94 on next page.)

**Form DS-2019 Accompanied by Form I-94 or Form I-94A**

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS  
Form DS-2019 (Rev. 10-14-2011)

**1. APPLICANT INFORMATION:**  
Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_  
Country of Residence: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**2. SPONSOR INFORMATION:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**3. PROGRAM INFORMATION:**  
Program: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_

**4. SIGNATURES:**  
Signature of Applicant: \_\_\_\_\_  
Signature of Sponsor: \_\_\_\_\_

**5. CERTIFICATION:**  
I certify that the information provided on this form is true and correct to the best of my knowledge and belief. I understand that I am required to maintain my status as an exchange visitor and to comply with the laws and regulations of the United States. I understand that I am required to provide my sponsor with my contact information and to provide my sponsor with a copy of this certificate.

## Form I-94 or Form I-94A Arrival/Departure Record

CBP and sometimes USCIS issue arrival-departure records to nonimmigrants. This document indicates the bearer's immigration status, the date that the status was granted, and when the status expires. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1. The Form I-94 has a handwritten date and status, and the Form I-94A has a computer-generated date and status. Both may be

Departure Number OMB No. 1651-0111

000000000 00

I-94  
Departure Record

**Sample**  
APR 20 2011  
Class: F-1  
Until: D/S

14. Family Name	
S   T   U   D   E   N   T	
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)
I   M   A	0   1   0   1   7   0
17. Country of Citizenship	
A   N   Y   C   O   U   N   T   R   Y	

CBP Form I-94 (10/04)  
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See Other Side

Form I-94 Arrival/Departure Record

presented with documents that Form I-9 specifies are valid only when Form I-94 or Form I-94A also is presented, such as the foreign passport, Form DS-2019, or Form I-20.

Form I-9 provides space for you to record the document number and expiration date for both the passport and Form I-94 or Form I-94A.

Departure Number

813106636 11

Department of Homeland Security  
CBP I-94A (11/04)  
Departure Record

**L1**  
12345  
09/17/2007

Family Name	
SAMPLE	
First (Given) Name	Birth Date (Day Mo. Yr)
AHMET	22, 12, 50
Country of Citizenship	
PAKISTAN	

20041122 US-VISIT 20050207 MULTIPLE

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See Other Side

Form I-94A Arrival/Departure Record

## Passports of the Federated States of Micronesia and the Republic of the Marshall Islands



In 2003, Compacts of Free Association (CFA) between the United States and the Federated States of Micronesia (FSM) and Republic of the Marshall Islands (RMI) were amended to allow citizens of these countries to work in the United States without obtaining an Employment Authorization Document (Form I-766).

For Form I-9 purposes, citizens of these countries may present FSM or RMI passports accompanied by a Form I-94 or Form I-94A indicating nonimmigrant admission under the CFA, which are acceptable documents under List A. The exact notation on Form I-94 or Form I-94A may vary and is subject to change. The notation on Form I-94 or Form I-94A typically states "CFA/FSM" for an FSM citizen and "CFA/MIS" for an RMI citizen.

### Passports from the Federated States of Micronesia and the Republic of the Marshall Islands



## List B—Documents That Establish Identity Only

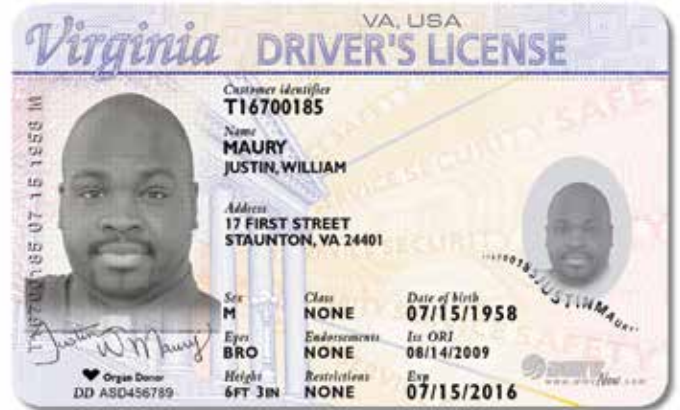
### State-issued Driver's License

A driver's license can be issued by any state or territory of the United States (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a Canadian government authority, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

Some states may place notations on their drivers' licenses that state the card does not confirm employment authorization. For Form I-9 purposes, these drivers' licenses, along with every other state's, establish the identity of an employee. When presenting any driver's license, the employee must also present a List C document that establishes employment authorization.

**State-issued drivers' licenses vary from state to state.**

**The illustrations below do not necessarily reflect the actual size of the documents.**

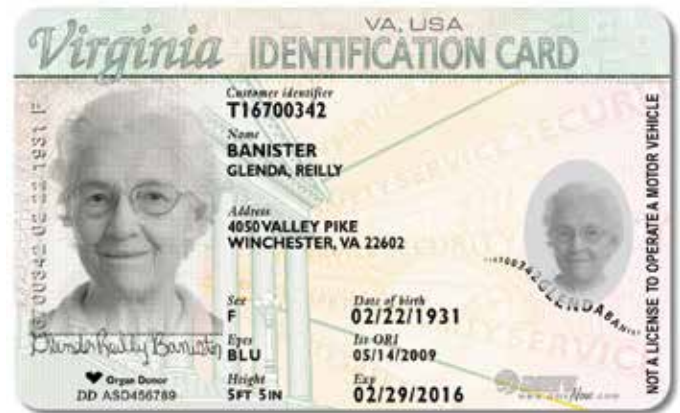


Driver's License from the Commonwealth of Virginia

### State-issued ID Card

An ID card can be issued by any state (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a local government, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

Some states may place notations on their ID cards that state the card does not confirm employment authorization. For Form I-9 purposes, these cards, along with every other state's, establish the identity of an employee. When presenting any state-issued ID card, the employee must also present a List C document that establishes employment authorization.



Identification card from the Commonwealth of Virginia

## List C — Documents That Establish Employment Authorization Only

**The following illustrations in this Handbook do not necessarily reflect the actual size of the documents.**

### U.S. Social Security Account Number Card

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services), and can be presented as a List C document unless the card specifies that it does not authorize employment in the United States. Metal or plastic reproductions are not acceptable.

U.S. Social Security Card

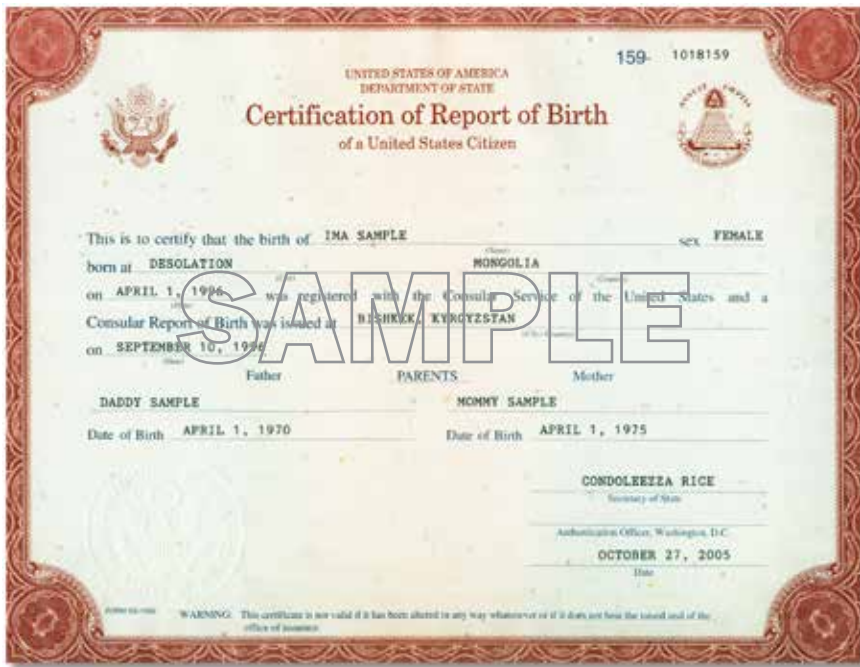


### Certifications of Birth Issued by the U.S. Department of State

These documents may vary in color and paper used. All will include a raised seal of the office that issued the document, and may contain a watermark and raised printing.

Certification of Birth Abroad Issued by the U.S. Department of State (FS-545)



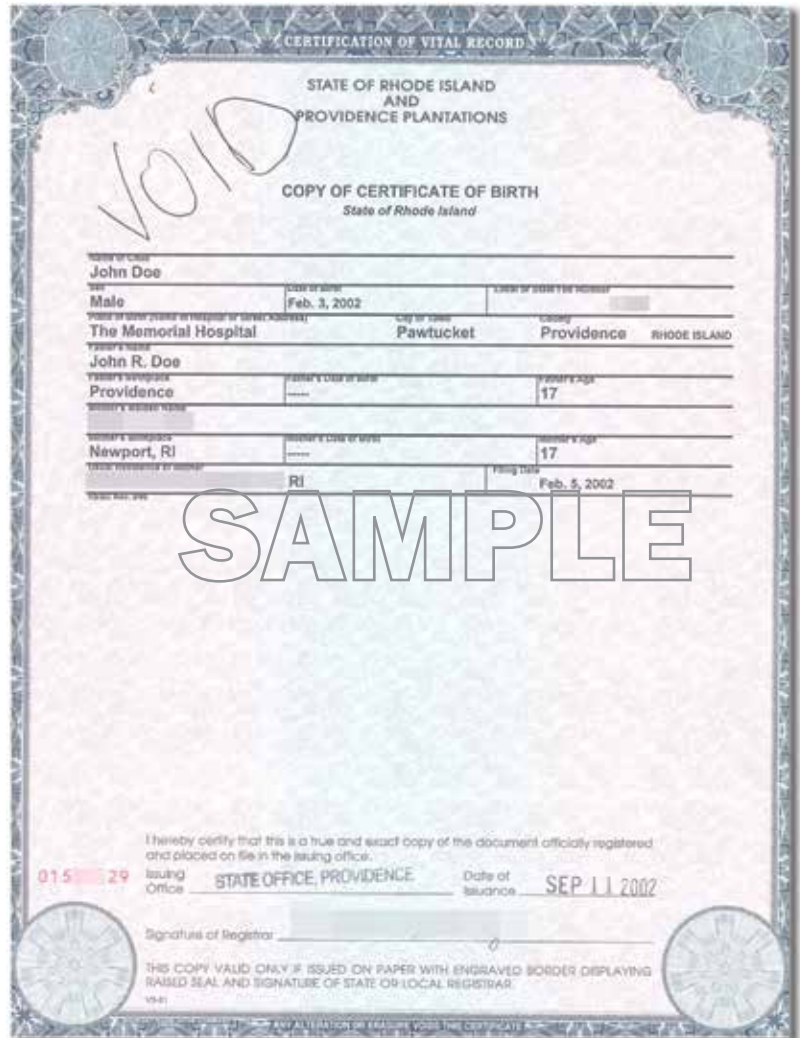


Certification of Report of Birth Issued by the U.S. Department of State (DS-1350)

### Birth Certificate

Only an original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States that bears an official seal is acceptable. Versions will vary by state and year of birth.

Beginning October 31, 2010, only Puerto Rico birth certificates issued on or after July 1, 2010 are valid. Please check [www.uscis.gov](http://www.uscis.gov) for guidance on the validity of Puerto Rico birth certificates for Form I-9 purposes.

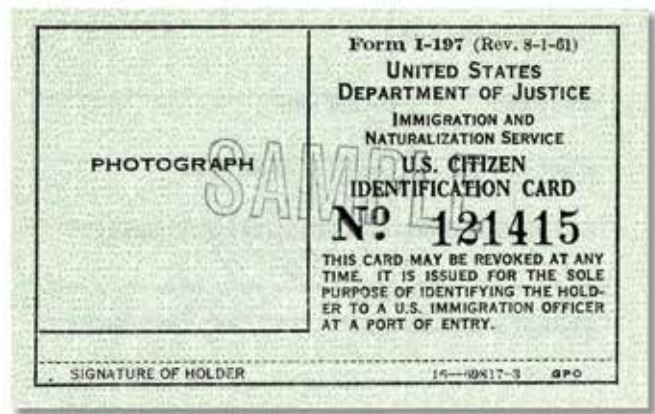


Birth Certificate

### U.S. Citizen Identification Card (Form I-197)

Form I-197 was issued by the former Immigration and Naturalization Service (INS) to naturalized U.S. citizens. Although this card is no longer issued, it is valid indefinitely.

U.S. Citizen Identification Card  
(Form I-197)



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### Identification Card for Use of Resident Citizen in the United States (Form I-179)

Form I-179 was issued by INS to U.S. citizens who are residents of the United States. Although this card is no longer issued, it is valid indefinitely.

Identification Card for Use of Resident  
Citizen in the United States (Form I-179)

