

# Handbook for Employers

Guidance for Completing Form I-9 (Employment Eligibility Verification Form)



(J-1) Status. Exchange visitors come to the United States for a specific period of time to participate in a particular program or activity, as described on their Form DS-2019. Only J-1 exchange visitors may use Form DS-2019 for employment when such employment is part of their program. Currently, the Department of State designates public and private entities to act as exchange sponsors for the following programs:

**Table 2: Exchange Visitor Programs** 

EXCHANGE VISITOR PROGRAMS
SECONDARY STUDENT
ASSOCIATE DEGREE STUDENT
BACHELOR'S DEGREE STUDENT
MASTER'S DEGREE STUDENT
DOCTORAL STUDENT
NON-DEGREE STUDENT
STUDENT INTERN
TRAINEE (SPECIALTY)
TRAINEE (NON-SPECIALTY)
TEACHER
PROFESSOR
INTERNATIONAL VISITOR
ALIEN PHYSICIAN
GOVERNMENT VISITOR
RESEARCH SCHOLAR
SHORT-TERM SCHOLAR
SPECIALIST
CAMP COUNSELOR
SUMMER WORK/TRAVEL
AU PAIR
TRAINEE
INTERN
Pilot Programs
Summer work/travel: Australia
Summer work/travel: New Zealand
Intern work/travel: Ireland
Work/English Study/travel: South Korea

High school or secondary school students and international visitors are not authorized to work.

Other J-1 students may be authorized by their responsible officer for part-time on-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship or off-campus employment based on serious, urgent, unforeseen economic circumstances as authorized the responsible officer of the school. J-1 students may also be authorized for a maximum of 18 months (or, for Ph.D. students, a maximum of 36 months) of practical training during or immediately after their studies. J-1 practical training includes paid off-campus employment and/or unpaid internships that are part of a J-1 student's program of study. The J-1 student's responsible officer must authorize employment in writing for practical training. Special rules apply to student interns.

Employment for other J-1 exchange visitors is sometimes job- and site-specific or limited to a few months.

For more information about these categories and their employment authorization, please contact the responsible officer whose name and telephone number are on Form DS-2019 or the U.S. Department of State's website at www.exchanges.state.gov.

USCIS does not issue Employment Authorization Documents (Forms I-766) to J-1 exchange visitors. However, they are issued several other documents that, when presented in combination, are acceptable under List A of Form I-9: unexpired foreign passport, Form I-94/Form I-94A and Form DS-2019. If the employee presents this combination of documents when completing Form I-9, ensure that he or she enters his or her admission number from Form I-94/ I-94A in Section 1.

You should enter in Section 2 (or Section 3 if reverifying) under List A the exchange visitor's:

- Unexpired foreign passport number, issuing authority, and passport expiration date,
- 11-digit Form I-94/Form I-94A number and its expiration date (including duration of status, which is indicated on the card as "D/S"), and the
- Form DS-2019 number (SEVIS number) and expiration date of employment authorization listed on the form.

Some exchange visitors may extend their status. If you have questions about any exchange visitor's continued employment authorization, contact the responsible

officer whose name and telephone number are on Form DS-2019.

Dependents of a J-1 exchange visitor are classified as J-2 nonimmigrants and are only authorized to work if USCIS has issued them an Employment Authorization Document (Form I-766). A J-2 nonimmigrant's foreign passport and Form I-94/Form I-94A are not evidence of identity and employment authorization for purposes of Form I-9.

### F-1 and M-1 Nonimmigrant Students

Foreign students pursuing academic studies and/or language training programs are classified as F-1 nonimmigrants, while foreign students pursuing nonacademic or vocational studies are classified as M-1 nonimmigrants. Designated school officials at certified schools issue Form I-20, Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students.

F-1 nonimmigrant foreign students may be eligible to work under certain conditions. There are several types of employment authorization for students, including:

- 1. On-campus employment,
- 2. Curricular practical training,
- 3. Off-campus employment based on severe economic hardship,
- 4. Employment sponsored by an international organization, and
- 5. Optional practical training (OPT).

On-campus employment does not require designated school official or DHS approval but is limited to 20 hours a week when school is in session. On-campus employment must be performed on the school's premises (including on-location commercial firms that provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school. Employment with on-site commercial firms, such as a construction company that builds a school building, is not deemed on-campus employment if it does not provide direct student services. For more information about on-campus employment, you should contact the Student and Exchange Visitor Program (SEVP) at www.ice.gov.The

F-1 student's unexpired foreign passport in combination with his or her Form I-94/Form I-94A indicating F-1 nonimmigrant status would qualify as a List A document for Form I-9 purposes.

Curricular practical training allows students to accept paid alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The curricular practical training program must be an integral part of the curriculum of the student's degree program. The designated school official must authorize curricular practical training. The following documents establish the student's identity and employment authorization for Form I-9 purposes and should be entered in Section 2 under List A of Form I-9:

- The student's foreign passport;
- Form I-20 with the designated school official's endorsement for employment on page 3; and
- A valid Form I-94/Form I-94A indicating F-1 nonimmigrant status.

Ensure that the student enters his or her admission number from Form I-94/Form I-94A in Section 1.

For the other types of employment available to eligible foreign students, employment authorization must be granted by USCIS, and will be evidenced by an Employment Authorization Document (Form I-766) issued by USCIS.

Border commuter students who enter the United States with an F-1 visa may only work as part of their curricular practical training or post-completion practical training.

M-1 students may only accept employment if it is part of a practical training program after completion of their course of study. USCIS will issue the Employment Authorization Document (Form I-766) with authorization granted for a maximum period of six months of full-time practical training, depending on the length of the students' full-time study.

The dependents of F-1 and M-1 foreign students will have an F-2 or M-2 visa and are not eligible for employment authorization.

Last Name (Family Name)	First Nan	ne (Given Name)	Middle Initial	Other Nam	es Used (if	any)			
Tres	Miche	elle	S N/A		, , , , ,				
Address (Street Number and Name)		Apt. Number	City or Town	State	Zip Code				
789 N. Main Street	9 N. Main Street		Collegeville		MD	12345			
Date of Birth (mm/dd/yyyy) U.S. Social 07/21/1994 000-			s tres@email.com		Telephone Number (301) 123-4567				
	am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.								
I attest, under penalty of perjury,	that I am (check	one of the fo	llowing):						
A citizen of the United States			-						
A noncitizen national of the Unit	A noncitizen national of the United States (See instructions)								
A lawful permanent resident (Ali	A lawful permanent resident (Alien Registration Number/USCIS Number):								
An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) D/S  Some aliens may write "N/A" in this field.  (See instructions)									
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:									
r or alleris admonzed to work, pr		Alien Registration Number/USCIS Number:     OR     Form I-94 Admission Number:							
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1. Alien Registration Number/US	0 0 0 0	0 0 0 0	0 0 0	United	Do No				
Alien Registration Number/US     OR     Form I-94 Admission Number     If you obtained your admission States, include the following:	n number from C	0 0 0 0	0 0 0	United	Do No				
Alien Registration Number/US     OR     Form I-94 Admission Number     If you obtained your admission	0 0 0 0 0 n number from C	0 0 0 0	0 0 0	United	Do No				

Figure 7: Completing Section 1 of Form I-9 for Students in Curricular Practical Training

- 1 Student completes Section 1 and enters his or her 11-digit Form I-94/Form I-94A number.
- 2 Student signs and dates the form.

(Employers or their authorized representa- must physically examine one document fi- the "Lists of Acceptable Documents" on to issuing authority, document number, and	rom List A OR ex he next page of ti	amine a combina his form. For eac	documen	nt from List C as listed			
		Initial from Section 1: Tres, Michelle S					
List A Identity and Employment Authorizati	OR	List B Identity		AND	Fm	List	_
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French Passport							
Issuing Authority:	Issuing	Issuing Authority:				rity:	
France	_						
Document Number:	Docume	Document Number:				mber:	
#00XX00000 Expiration Date (if any)(mm/dd/yyyy): 05/13/2020	Expirati	Expiration Date (if any)(mm/dd/yyyy):			Expiration Date (if any)(mm/dd/yyyy):		
Document Title:	$\neg$						
I-94	- 11						
Issuing Authority:	_						
DHS							
Document Number:							
0000000000000000 Expiration Date (if any)(mm/dd/yyyy):	_						
D/S	- 11						2 D Passada
Document Title:	_				3-D Barcode Do Not Write in This Space		
Document Title.	- 11						эт типо орио
Form I=20							
Form I-20 Issuing Authority:	_						
Form I-20 Issuing Authority: DHS							
Issuing Authority:							
Issuing Authority: DHS							
Issuing Authority: DHS Document Number:							
Issuing Authority:  DHS  Document Number:  N00000000000							
Issuing Authority:  DHS  Document Number:  N00000000000  Expiration Date (if any)(mm/dd/yyyy):  06/30/2015							
Issuing Authority:  DHS  Document Number: N0000000000  Expiration Date (if any)(mm/dd/yyyy): 06/30/2015  Certification	pat (1) I have e	ramined the c	locument(e)	presented by	y the shown	a named	Lemployee (2) the
Issuing Authority:  DHS  Document Number:  N0000000000  Expiration Date (if any)(mm/dd/yyyy):  06/30/2015  Certification  I attest, under penalty of perjury, the							
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Issuing Authority:  DHS  Document Number: N0000000000  Expiration Date (if any)(mm/dd/yyyy): 06/30/2015  Certification  I attest, under penalty of perjury, the above-listed document(s) appear to the employee is authorized to work in the employee's first day of employee is authorized Replacement (Family Name)	be genuine a the United State from (mm/dd/ resentative First Nar Timot	nd to relate to tes.  (yyyyy): 06/30 Date (0 07/0 ne (Given Name)	o the employ 0/2013 mm/dd/yyyy) 01/2013	(See instru  Title of En Store  mployer's Busin	nd (3) to the ctions for apployer or Amanager mess or Organization.	exempti	of my knowledge ons.) Representative

Figure 8: Completing Section 2 of Form I-9 for Students in Curricular Practical Training

- Enter the student's name from Section 1 at the top of Section 2.
- Enter the student's foreign passport number, Form I-94/Form I-94A and Form I-20 that specifies that you are his or her approved employer as shown.
- 3 Enter the date employment began.
- Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields.
- **5** Enter the business name and address.

### Optional Practical Training (OPT) for F-1 Students— EAD required

OPT provides practical experience in an F-1 academic student's major area of study. An F-1 academic student may engage in OPT while studying and may work up to 20 hours per week while school is in session and full-time (20 or more hours per week) when school is not in session. After completing their course of study, students also may engage in OPT for work experience. USCIS may authorize an F-1 academic student to have up to 12

months of OPT upon completion of his or her degree program. Some F-1 students may be eligible for an extension of their OPT, as described below.

The designated school official must update Form I-20 to show that he or she has recommended OPT and to show the date employment can begin. OPT employment must be directly related to the student's field of study noted on Form I-20. The student cannot begin OPT until USCIS has granted his or her application for employment authorization.

Last Name (Family Name) First Nam Louis Paul		, ,		Middle Initial W	Other Names		s Used (if any)		
Address (Street Number and	f Name)	Apt. Number	City or Town			State	е	Zip Code	
123 University St	treet	F	Collegev	ille		MD		12345	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address					Telepho	one Number	
03/02/1994	2/1994 000-00-000 paullouis@email.com						(301) 765-4321		
attest, under penalty of  A citizen of the United		k one of the fo	llowing):						
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	sident (Alien Registration		,						
	ork until (expiration date, if a	pplicable, mm/dd	/yyyy) 08/31,	/2015	. Some alier	ns m	ay write	"N/A" in this field.	
(See instructions)									
For aliens authorized	to work, provide your Alie				R Form I-9	4 Ac	lmissio	n Number:	
For aliens authorized to 1. Alien Registration N	to work, provide your Alie lumber/USCIS Number:_ OR				R Form I-9	4 Ac		3-D Barcode	
For aliens authorized to 1. Alien Registration N	lumber/USCIS Number:_	1 2 3 4 5	6 7 8 9		<b>R</b> Form I-9	4 Ac			
For aliens authorized a  1. Alien Registration N  2. Form I-94 Admission	lumber/USCIS Number:_ OR n Number: admission number from	1 2 3 4 5	5 6 7 8 9	9		4 Ac		3-D Barcode	
For aliens authorized a  1. Alien Registration N  2. Form I-94 Admission  If you obtained your States, include the formal states.	lumber/USCIS Number:_ OR n Number: admission number from	1 2 3 4 5	ion with your a	errival in the		4 Ac		3-D Barcode	
To aliens authorized at 1. Alien Registration N  To alien Registration N	lumber/USCIS Number: OR n Number: admission number from following:	1 2 3 4 5	ion with your a	errival in the		4 Ac		3-D Barcode	

Figure 9: Completing Section 1 of Form I-9 for F-1 Nonimmigrant Students with OPT

F-1 nonimmigrant student completes Section 1.

Student signs and dates the form.

	Section 2. Employer or Authorize (Employers or their authorized representative must physically examine one document from Listhe "Lists of Acceptable Documents" on the nex issuing authority, document number, and expira	nust complete and s st A OR examine a st page of this form.	ign Sec combin	tion 2 within ation of one	3 busir docum	ness days of the em ent from List B and	one docume	nt from List C as listed on		
	Employee Last Name, First Name and Middle	e Initial from Secti	Initial from Section 1: Louis, Paul W							
	List A (		ist B entity			AND	List Employmen	C t Authorization		
2	Document Title:	Document Title:				Document	Title:			
	EAD		Includes Australia							
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	Certification									
	attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the bove-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the mployee is authorized to work in the United States.									
)	The employee's first day of employment		_		(S	ee instructions				
4	Signature of Employer or Authorized Representa	Hardy_				Title of Employer or Authorized Representative Project Manager				
	Last Name (Family Name)	First Name (Give	n Name			yer's Business or C	Organization	Name		
	Hardy	Timothy	, , , , , , , , , , , , , , , , , , , ,			puter Techno				
	Employer's Business or Organization Address (	Street Number and	Name)	City or Tow	n Sta			Zip Code		
- 1	456 Linux Avenue			Windows			MD	12345		

### Figure 10: Completing Section 2 of Form I-9 for F-1 Nonimmigrant Students with OPT

- 1 Enter the student's name from Section 1 at the top of Section 2.
- 2 Enter the student's Employment Authorization Document (Form I-766) as shown.
- 3 Enter date employment began.
- Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields.
- (5) Enter the business name and address.

#### F-1 OPT STEM Extension

An F-1 academic student who received a bachelor's, master's, or doctoral degree in science, technology, engineering, or mathematics (STEM) may apply for a one-time 17-month extension of his or her OPT. To qualify, a student must have completed a degree included in the DHS STEM Designated Degree Program List found on ICE's website at www.ice.gov/sevis/stemlist.htm. You must be enrolled in E-Verify in good standing and provide your E-Verify company identification number to the student for the student to apply to USCIS for the STEM extension using Form I-765, Application for Employment Authorization. A STEM student may change employers, but the new employer must be enrolled in E-Verify before the student begins work for pay.

If the student's Employment Authorization Document (Form I-766) expires while his or her STEM extension application is pending, he or she is authorized to work until USCIS makes a decision on his or her application, but not more than 180 days from the date the student's initial OPT Employment Authorization Document (Form I-766) expires.

The student's expired Employment Authorization Document (Form I-766), together with his or her Form I-20 endorsed by the designated school official recommending the STEM extension are acceptable proof of identity and employment authorization for Form I-9 purposes. Enter these documents in Section 2 under List A of Form I-9. You should reverify employment authorization no later than 180 days from the expiration date of the previous Employment Authorization Document (Form I-766).

### Cap-Gap

F-1 students who seek to change to H-1B status may be eligible for a cap-gap extension of status and employment authorization through September 30 of the calendar year for which the H-1B petition is being filed, but only if the H-1B status will begin on October 1. The term cap-gap refers to the period between the time a nonimmigrant's F-1 student status would ordinarily end and his or her H-1B status begins. If you employ an F-1 nonimmigrant student in OPT and you filed an H-1B petition for that student, he or she may be able to continue working beyond the expiration date on his or her OPT Employment Authorization Document (Form I-766) while the petition is pending.

There are two types of cap-gap extensions:

1. Extensions of status only.

If a student is in F-1 status when you file an H-1B petition with an October 1 start date, but the student is not currently participating in OPT, the student will receive a cap-gap extension of his or her F-1 status, but will not be authorized to work until USCIS approves the H-1B petition and the H-1B status begins on October 1.

#### 2. Extensions of F-1 status and OPT.

If a student is in F-1 status when you file an H-1B petition with an October 1 start date and the student is currently participating in post-completion OPT, the student will receive an automatic cap-gap extension of both his or her F-1 student status and his or her authorized period of post-completion OPT. If the H-1B petition is selected and approved, the student will remain authorized to work as an F-1 student with OPT through September 30.

The student's expired OPT Employment Authorization Document (Form I-766), along with Form I-20, which shows that the cap-gap extension was endorsed by the student's designated school official, would qualify as a List A document. You should enter these documents in Section 2 under List A (or Section 3 if reverifying) of Form I-9. These documents are acceptable for establishing employment authorization through September 30 of the year in which you filed the H-1B petition or until the H-1B petition is rejected, denied, or withdrawn. You must reverify employment authorization when the Form I-20 cap-gap endorsement expires but not later than October 1.

### **H-1B Specialty Occupations**

U.S. businesses use the H-1B program to temporarily employ foreign workers in a specialty occupation that requires theoretical or technical expertise in a certain field, such as science, engineering or computer programming. As a U.S. employer, you may submit a Form I-129, Petition for a Nonimmigrant Worker, to USCIS for nonimmigrants who have certain skills, provided those individuals meet established requirements. You must also include an approved Form ETA 9035, Labor Certification Application, with Form I-129.

### A newly hired employee with H-1B classification

If USCIS approves your petition, you will receive Form I-797, Notice of Approval, from USCIS, which indicates that the foreign worker has been approved for H-1B status. Once your employee begins working for you, you must complete a Form I-9 for this employee.

### **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
- 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)
- 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:

- 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.

PROCESSED FOR 1-551.
TEMPORARY EVIDENCE OF
LAWFUL ADMISSION FOR
PERMANENT RESIDENCE
VALID UNTIL
EMPLOYMENT AUTHORIZED

I-551 Stamp



The temporary Form I-551 MRIV is evidence of permanent resident status for one year from the date of admission.

Temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)

### **Employment Authorization Document (Form I-766)**

USCIS issues the Employment Authorization Document (Form I-766) to individuals granted temporary employment authorization in the United States. The card contains the bearer's photograph, fingerprint, card number, Alien number, birth date, and signature, along with a

LIS. DEPARTMENT OF HOMELAND SECURITY, U. S. Citizenship and Immigration Services

EMPLOYMENT AUTHORIZATION CARD

The person identified is authorized to work in the U.S. for the validity of this card.

NAME VOID, VOID V

Signature

As 000-000-000

CARD & WACC000000000

Birth dates Citegory Sex O1/04 00 2-18

Country 13

El Salvador Temperatura Conditions

Noño

NOT VALID FOR REENTRY TO U.S.

CARD VALID FROM 01/01/50 EXPIRES 01/01/50

Employment Authorization Document (Form I-766) with notation "NOT VALID FOR REENTRY TO U.S."

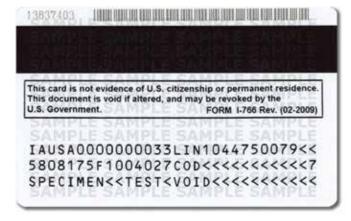


Previous back of EAD card

holographic film and the DHS seal. The expiration date is located at the bottom of the card. Cards may contain one of the following notations above the expiration date: "Not Valid for Reentry to U.S.", "Valid for Reentry to U.S." or "Serves as I-512 Advance Parole."



Employment Authorization Document (Form I-766) with notation "VALID FOR REENTRY TO U.S."



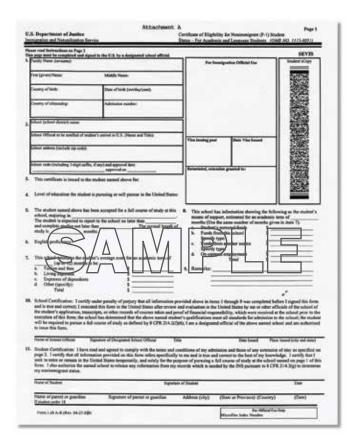
Newly redesigned back of EAD card

### 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.)

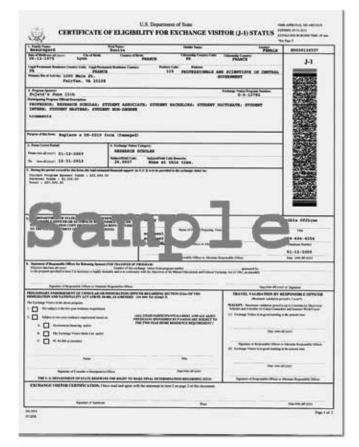
Form I-20 Accompanied by Form I-94 or Form I-94A



### 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 ExchangeVisitor (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.

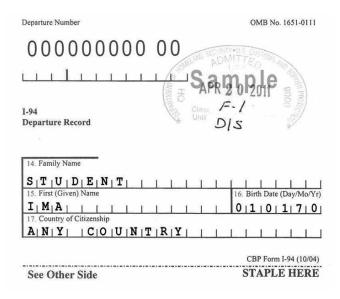
(See Form I-94 on next page.)



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

### 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



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.



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.

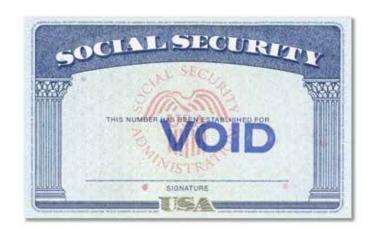
Passports from the Federated States of Micronesia and the Republic of the Marshall Islands

### **List 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)



### **REMEMBER:**

- 1. Hiring employees without complying with the employment eligibility verification requirements is a violation of the employer sanctions laws.
- 2. This law requires employees hired after November 6, 1986, to present documentation that establishes identity and employment authorization. Employers must record this information on Forms I-9.
- 3. Employers may not discriminate against employees on the basis of national origin or citizenship status.



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