

As a part of on-boarding you are required to provide documentation to accompany your I-9 form. The I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. In order to prepare for on-boarding, please pull together your I-9 documents now.

What documents can I provide for the I-9 documentation?

The IRS has a list of items you can use for I-9 documentation. Items are either a List A, List B, or List C item. If you choose to provide an item from List A then you do not need to provide any other items as List A items can verify both identity and employment authorization. If you are not providing an item from List A you will need to provide items from List B AND List C; both Lists are required.



What documents are included in List A, List B, or List C?

Below you'll see a list of the most common documents in each list.

LIST A	LIST B (with List C)	LIST C (with List B)
U.S. Passport or U.S. Passport Card	Driver's License	U.S. Social Security card that is unrestricted
Permanent Resident Card or Alien Registration Receipt Card	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	Original or certified birth certificate
Employment Authorization Document Card	School ID card with a photograph	
	Voter registration card	
	U.S.military card or draft record	
	Military dependent's ID card	

The above is not a comprehensive list. You can [review this link for the full list of documents](#).

What should I do once I have my I-9 documentation?

Once you have the physical, original copies of these documents from above (a photocopy will not be accepted) you will bring those with you to be verified in-person. Set-up an appointment to do an in-person verification using the link below for the state where you complete your verification:

California	Colorado	District of Columbia	Florida
GeorgiaCompliance	Illinois	Idaho	Louisana

Center			
Massachusetts	Maryland	Michigan	Minnesota
New Jersey	New York	Ohio	Oregon
Utah	Vermont	Virginia	Washington

During this process it will ask you what your 'hire date' is. ***It's crucial you input this date correctly.*** You can find your hire date at the top of the on-boarding checklist, under your name. Additionally, it may ask you to choose your 'location'; this is the location where you have been hired to work (if you are unsure, please check with your Director before moving forward).