

The purpose of the Employment Eligibility Verification is to hire only individuals who may legally work in the U.S.: U.S. citizens, noncitizen nationals, lawful permanent residents, and aliens authorized to work.

To comply with the law, employers must verify the identity and employment authorization of each person they hire, complete and retain a Form I-9, *Employment Eligibility Verification*, for each employee, and refrain from discriminating against individuals on the basis of national origin or citizenship.

In order to document verification, the employer, or its representative, must examine documents listed in either A or B and C below:

A. Documents that Establish Both Identity and 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. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with 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
7. or,

B. Documents that Establish Identity :

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

C. Documents that Establish Employment Authorization:

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
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

The Employment Eligibility Verification form (I-9) is available in the Human Resources office. Section 1 of the form must be completed and signed by the employee no later than the time of hire, which is the actual beginning of employment. The hiring supervisor is responsible for ensuring that Section 1 is timely and properly completed. Within three days of hire, an authorized representative for Pellissippi State must physically examine the original documents presented and verify that the documents appear to be genuine (Section 2 of I-9). Photocopies of the document will be attached to the form. A completed form for each employee will be maintained in the Human Resources and office for three years after the date of hire or one year after the date employment ends, whichever is later.

Failure to submit the I-9 with required documents within the specified time frame will result in the employee being terminated.

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