

The American Policy Is Our Policy

To comply with the Immigration Reform and Control Act, it is necessary to establish both your identity and your employment eligibility. In order to do this, you are required to present either one document from Section A, or one document each from Section B and Section C.

The following is a partial list of acceptable documents. For a complete list, see the INS Handbook for Employers available at your neighborhood library.

A

Identity and Employment Eligibility

You must submit one document to verify your identity and employment eligibility

- U.S. Passport
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- Unexpired Foreign Passport with Employment Authorization
- Alien Registration Card (with photo). (INS Form I-151 or I-551)
- Temporary Resident Card (INS Form I-688)
- Employment Authorization Card (INS Form I-688A)

OR

B

Identity

You must submit one document to verify your identity and a second document from Section C to verify your employment eligibility.

- State Issued Driver's License (with photo or name, sex, date of birth, height, weight and color of eyes). Or, one issued by a Canadian Province.
- Federal, State or Local Government Issued I.D. Card (with photo or name, sex, date of birth, height, weight and color of eyes)
- U.S. Military Card, Draft Record of Military Dependent's I.D. Card
- School I.D. Card (with photo)
- Voter's Registration Card

AND

C

Employment Eligibility

- Original Social Security Card (other than one stating that it is not valid for employment).
- Birth Certificate issued by state, county or municipal authority in the U.S. bearing their seal or other certification, or by the U.S. State Department (Form FS-545 or DS-1350)
- Unexpired INS Employment Authorization
- Unexpired Re-entry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- U.S. Citizen Identification Card (INS Form I-197 or I-179)



Immigration and Naturalization Service

Questions?

Call the Immigration and
Naturalization Service (INS).

toll-free

1-800-777-7700

We hire only U.S. Citizens and Lawfully Authorized Alien Workers.