

IMPORTANT NOTICE TO EMPLOYEES

Completing an Employment Eligibility Verification Form (I-9 Form)

The Immigration Reform and Control Act of 1986 (IRCA) requires all new and rehired employees to establish eligibility for employment in the United States. **Princeton University cannot pay you or allow you to work until this verification process has been completed. Please note that non-U.S. citizens must have employment authorization covering their entire Princeton University appointment period in order to be able to work and be paid for the full appointment.**

You must fill out an Employment Eligibility Verification form (I-9 form) in person at the time of hire--when you begin work. New employees should bring to the front desk of the Office of Human Resources, 2 New South Building, the original documents* which establish your identity and authorization to work.

If you cannot be on campus on the start date of your appointment or if you have any questions, please contact:

Place: Front desk, Office of Human Resources, 2 New South Building

Phone: 609-258-3300

Email: hr@princeton.edu

Hours: 8:30am-5pm, Monday-Friday (during summer hours: 8:30am-4:30pm, Monday-Friday)

You will need either

- one document from List A, OR
- one document from List B and one document from List C

I. One Document* Needed - Establishes both Identity and Employment Authorization

List A

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card of Alien Registration Receipt Card (*Form I-551*)
- Foreign passport that contains a temporary *I-551 stamp* or temporary *I-551 printed notation* on a machine-readable immigrant visa
- Employment Authorization Document 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
- 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 non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

(over)

II. Two Documents Needed - One from List B and one from List C

List B – Documents* that establish identity

- 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
- 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
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

List C – Documents* that establish employment authorization

- 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
- Certification of Birth Abroad issued by the Department of State (*Form FS-545*)
- Certification of Report of Birth issued by the Department of State (*Form DS-1350*)
- Original copy or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (*Form I-197*)
- Identification Card for Use of Resident Citizen in the United States (*Form I-179*)
- Employment authorization document issued by the Department of Homeland Security

* **Note:** Beginning April 3, 2009, we will no longer be able to accept expired documents for I-9 purposes. Only unexpired documents or documents without an expiration date (such as a Social Security card) will be acceptable.