

# 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 HR Service Center, 4 New South, 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: HR Service Center, 4 New South

Phone: 609-258-3300

Email: [hr@princeton.edu](mailto:hr@princeton.edu)

Hours: 9:00 a.m.–4:00 p.m. on Monday - Friday

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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 non-immigrant 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

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\* **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.