Form I-9 Employment Eligibility Verification Form Instructions for WSDOT remote new hires

<u>Section 1</u> - Employee Responsibilities

You must:

- Review the information you provided on page 1.
- Ensure that you provided information in ALL required fields current legal name, complete address, and date of birth. **If other fields do not apply, leave them blank.**
- Ensure you have signed and dated the form. (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)
- Ensure **Supplement A, Preparer and/or Translator Certification for Section 1** is completed if you used a Preparer/Translator to assist you in completing the form.

<u>Section 2</u> - Employee Responsibilities

You must

- Present the notary with unexpired original documentation that shows your identity and employment authorization. You may choose which documentation to present. List of acceptable documents attached. You must present either:
 - One document from List A

<u>OR</u>

· One document from List B in combination with one document from List C

(In certain circumstances, you may present an acceptable receipt in place of a List A, B, or C document. Receipts only temporarily satisfy the document presentation requirement for Section 2. Please call WSDOT HR for guidance when presented with receipts: 855-707-8100, option 1.)

Section 2 - Notary Responsibilities

You must:

- Physically examine the original documents presented by the employee (not photocopies)
- Fill out Section 2 and sign the form. See examples attached.

A notary can perform the physical verification of our new employee's documents required by USCIS since they are too far away for WSDOT staff to perform this required physical verification. The notary can use the title of "Notary" or "Public Notary" on the form, and not stamp the form with their notary stamp. *California employees may need to have an immigration consultant perform this function instead of a notary.

Once the Form I-9 is completed, scan the I-9 and copies of the documents (front & back) to WSDOT HR at HRHelp@wsdot.wa.gov. Please call 855-707-8100, option 1 with any questions.

Note: DO NOT fill out or sign Supplement B, Reverification and Rehire.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity ANI	Documents that Establish Employment Authorization
U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551))	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,	A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa		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	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
Employment Authorization Document that contains a photograph (Form I-766)		name, date of birth, gender, height, eye color, and address	Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of 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
For an individual temporarily authorized to work for a specific employer because of his or her status or parole:		3. School ID card with a photograph	
		Voter's registration card	
a. Foreign passport; and		5. U.S. Military card or draft record	
b. Form I-94 or Form I-94A that has the following:		Military dependent's ID card	
(1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that 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. U.S. Coast Guard Merchant Mariner Card	
		Native American tribal document	
		 Driver's license issued by a Canadian government authority 	Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:	 Employment authorization document issued by the Department of Homeland Security
		10. School record or report card	For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	
Acceptable Receipts			
May be presented in lieu of a document listed above for a temporary period.			
For receipt validity dates, see the M-274.			
 Receipt for a replacement of a lost, stolen, or damaged List A document. 	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.
Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.			
Form I-94 with "RE" notation or refugee stamp issued to a refugee.			

^{*}Refer to the Employment Authorization Extensions page on <a>1-9 Central for more information.

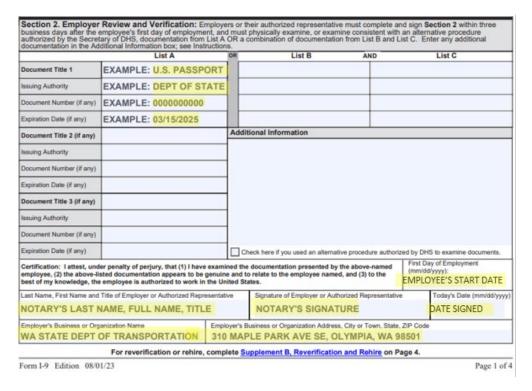
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Examples of many of these documents appear in the Handbook for Employers (M-274). Refer to the instructions for more information about acceptable receipts.

What NOT to do:

- Do not over-document (i.e., do not record a list A, B <u>and</u> C document).
- Do not use whiteout or try to erase a mistake. If you make a mistake, either fill out a new form, or cross through the error (with one line, so it is still readable), write the correct information and initial the correction.

EXAMPLE 1 with a List A document



EXAMPLE 2 with List B/C documents

