

Employment Eligibility Verification (the I-9):

As mandated by the Immigration Reform and Control Act of 1986, all US employers are required to verify identity and employment eligibility within the first 3 days of employment.

Shortly before you begin work at the UW, you will receive an email from Compli-9 with a link to UW-Madison's electronic I-9 system and login instructions. Section 1 of the electronic form *must* be completed on or before your first day of work. The system will also provide you with a list of acceptable documents and instructions on how to complete the electronic form. The list of acceptable documents is one of the files in this email for your convenience. Please note you need either one from Column A *or* one from Column B and *one* from Column C (2 documents total). The documents you record on the electronic form must then be presented to Betty in payroll in person within 3 days of your start date.

If you don't have the required documentation, you will need to present a receipt from a US government agency indicating you have applied for the document or a replacement within the 3 day time period, and present the actual document within 90 days of your start date.

More information on the I-9 form and requirements can be found under the Forms section of the U.S. Citizenship and Immigration Service website at [//www.uscis.gov](http://www.uscis.gov) [http /portal/site/uscis](http://portal/site/uscis)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	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	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. 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	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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. 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	4. Voter's registration card	
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
9. Driver's license issued by a Canadian government authority		
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	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)