

Identification Verification

1. Documents you should bring to Human Resources

(Please bring originals, unless otherwise noted)

Option 1: Bring one of the items listed below.

- US Passport or US Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document that contains a photograph (Form I-766)
- Foreign passport with a temporary I-551 stamp (or temporary I-551 printed notation) **OR** Form I-94 or Form I-94A that has the same name as the passport and contains an endorsement to work.

Option 2: Bring two items, one each from the following sections):

- US Social Security Account Number card
- Birth Certificate (Form FS-240, FS-545, or DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the US 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 (DHS).

AND

- US or Canadian Driver's License or US ID Card
- School ID card with photograph
- US voter registration card
- US military card or draft card
- Military dependent's ID card
- US Coast Guard Merchant Mariner Card

2. Include a picture/scan of the following identification documents when submitting your Employment Packet:

- **U.S Citizen:** [School or State ID AND Social Security Card or Birth Certificate] or Passport
- **International (F-1 Visa):** Passport, Visa, I-94 cover sheet, Social Security Card and I-20
- **Non-U.S. Citizen:** Employment Authorization Card or Resident Card

Additional options and further information can be found on page 2 of Form I-9, Employment Eligibility Verification.

You can find the 08/23 edition here:

https://www.sbcc.edu/clrc/tutorial_center/files/I-9%20Employment%20Eligibility%20Verification%20Documents.pdf