

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A _____) <input type="checkbox"/> An alien authorized to work until ____/____/____ (Alien # or Admission # _____)	
Employee's Signature			Date (month/day/year)

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		____/____/____		____/____/____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____/____/____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name Address (Street Name and Number, City, State, Zip Code) Cal Poly State University, San Luis Obispo San Luis Obispo, California 93407		Date (month/day/year)

Section 3. UPDATING AND REVERIFICATION. To be completed and signed by employer

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. Document Title: _____ Document #: _____ Expiration Date (if any): ____/____/____	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
	OR	AND
<p>1. U.S. Passport (unexpired or expired)</p> <p>2. * INS Forms <u>N-560</u> and <u>N-561</u> are no longer accepted. *See footnote*</p> <p>3. * INS Forms <u>N-550</u> and <u>N-570</u> are no longer accepted. *See footnote*</p> <p>4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization</p> <p>5. Alien Registration Receipt Card with photograph (INS Form I-551) * INS Form <u>I-151</u> is no longer accepted. *See footnote*</p> <p>6. Unexpired Temporary Resident Card (INS Form I-688)</p> <p>7. Unexpired Employment Authorization Card (INS Form I-688A)</p> <p>8. * INS Form <u>I-327</u> (Unexpired Reentry Permit) is no longer accepted. *See footnote*</p> <p>9. * INS Form <u>I-571</u> (Refugee Travel Document) is no longer accepted. *See footnote*</p> <p>10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B) or (INS Form I-766) * INS Form <u>I-766</u> has been added to the list of acceptable documents. *See footnote*</p> <hr/> <p>* <i>Changes to this 1991 form were effective on March 1, 2002.</i> See http://www.bcis.gov/graphics/formsfee/forms/i-9.htm <i>for any additional changes pending issuance of a revised Form I-9 by the BCIS.</i></p>	<p>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, sex, height, eye color, and address.</p> <p>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, sex, height, eye color, and address.</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p>For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card.</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	<p>1. U.S. social security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i></p> <p>2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i></p> <p>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal.</p> <p>4. Native American tribal document</p> <p>5. U.S. Citizen ID card <i>(INS Form I-197)</i></p> <p>6. ID Card for use of Resident Citizen in the United States <i>(INS Form I-179)</i></p> <p>7. Unexpired employment authorization document issued by the INS <i>(other than those listed under List A)</i></p>

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