

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 Hillsborough Community College 39 Columbia Drive, Tampa FL 33606		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)
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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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## LIST OF ACCEPTABLE DOCUMENTS TO SUPPORT INS FORM I-9

LIST A		OR	LIST B		AND	LIST C	
Documents that establish both identity and employment eligibility			Documents that establish Identity			Documents that establish employment eligibility	
1	U.S. Passport (unexpired or expired).		1	Drivers license or ID card by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.		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> ).
2	Document previously listed here is no longer authorized.		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.		2	Certification of Birth Abroad issued by Department of State ( <i>Form FS-545 or Form DS-1350</i> ).
3	Document previously listed here is no longer authorized.		3	School ID card with a photograph.		3	Original or certified copy of a birth certificate issued by a state, country, municipal authority, or outlying possession of the US bearing an official seal.
4	Unexpired foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.		4	Voter's registration card.		4	Native American tribal document.
5	Alien Registration Receipt Card with photograph. ( <i>INS Form I-151 or I-551.</i> )		5	U.S. Military card or draft card.		5	U.S. Citizen ID Card ( <i>INS Form I-197</i> ).
6	Unexpired Temporary Resident Card ( <i>INS Form I-688</i> ).		6	Military dependent's ID card.		6	ID Card for use of Resident Citizen in the U.S. ( <i>INS Form I-179</i> ).
7	Unexpired Employment Authorization Card ( <i>INS Form I-688A</i> ).		7	U.S. Coast Guard Merchant Marine Card.		7	Unexpired employment authorization document issued by the INS ( <i>other than those listed under LIST A</i> ).
8	Document previously listed here is no longer authorized.		8	Native American tribal document.			
9	Document previously listed here is no longer authorized.		9	Driver's license issued by a Canadian govt authority.			
10	Unexpired Employment Authorization Document issued by the INS which contains a photograph. ( <i>INS Form I-688B</i> ).		<b>For persons under age 18 who are unable to present a document listed above:</b>				
		10	School record or report card.				
		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)