

# Documents Required on Your First Day of Employment



This form outlines the documentation required to validate your identity and work eligibility.

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Virginia Mason verifies the identity and work eligibility of every new employee via the Federal Form I-9 and inputs each person's information into the Department of Homeland Security's E-Verify system.

## Carefully read the next page

This page outlines the type of documentation required to validate your identity and work eligibility. New employees are required to bring:

**One identifying document from LIST A**      **OR**      **A combination of one selection from BOTH LIST B AND LIST C**

**You are required to bring this/these documents with you on your first day of employment.**

In addition to the Form I-9 requirements, the Department of Homeland Security's E-Verify system requires:

- Your documentation is current - not expired
- If you present a List B document, it must contain a current photo
- If you are a permanent resident, you must provide your Alien Registration/USCIS number on the I-9 (found on your Form I-551)

You are asked to complete Section 1 of the Form I-9 now, and it will be reviewed along with your identification documents on your first day. Employment at Virginia Mason is contingent upon completing and signing an I-9 form on your first day of employment including providing acceptable documentation.

To review the I-9 instructions in more detail, [click here](#).

If you have questions regarding your documents before your first day of employment, please contact your recruiter.

# LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

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

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
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. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or		5. U.S. Military card or draft record	5. Native American tribal document
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		6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority	
		<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	