AP 7125   VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

Reference:
8 U.S. Code, Section 1324a

The District will not hire or recruit a person for employment if it knows that the person is
not a citizen of the United States and is not authorized to be employed in the United
States.

The District will ensure completion and verification of the employment eligibility form(s)
required by the United States government for each new employee. The District will retain
such forms for at least three years for persons it does not hire. For persons it does hire,
the District will retain such forms for at least three years or until one year after the persons
leaves the District’s employment, whichever is later.

The District will protect the privacy of the information it collects pursuant to this procedure.

The Employment Eligibility Verification Form (I-9) is required for employment from all
persons within three business days of hire and must be accompanied by “reliable
documentation.” “Reliable documentation” as set out in federal law includes documents
from the following List of Acceptable Documents:

List A – Documents that Establish Both Identity and Employment Eligibility (one
document):

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)
3. Certificate of Naturalization (Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicated
   unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph
   (Form I-151 or I-551)
6. Unexpired Temporary Resident Card (Form I-688)
7. Unexpired Employment Authorization Card (Form I-688A)
8. Unexpired Reentry Permit (Form I-327)
9. Unexpired Refugee Travel Document (Form I-571)
10. Unexpired Employment Authorization Document issued by DHS that contains a
    photograph (Form I-688B)
OR

List B – Documents that Establish Identity (one document):

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

2. ID Card issued by local, state, or federal government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

3. School ID card with a photograph

4. Voter’s registration card

5. U.S. Military card or draft record

6. Military dependent’s ID card

7. U.S. Coast Guard Merchant Mariner Card

8. Native American Tribal document

9. Driver’s license issued by a Canadian government authority

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

AND

List C – Documents that Establish Employment Eligibility (one document):

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)

2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

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

4. Native American tribal document

5. U.S. Citizen ID Card (Form I-197)

6. ID Card for use of Resident Citizen in the United States (Form I-179)

7. Unexpired employment authorization, document issued by DHS (other than those listed under List A)

I-9 Form
In accordance with federal law, all employees hired subsequent to November, 1986 must complete an I-9 form.

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008