

# **Employment Eligibility Verification (Form I-9)**



Presented by Human Resources Records and Human Resources Information Technology



**NEBRASKA'S HEALTH SCIENCE CENTER** 

University of Nebraska Medical Center Human Resources Information Technology Updated: August 25, 2009

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# Who is eligible for employment

We can hire F-1 Students, J-1 Students and J-1 Teachers/Researchers with the limitations listed in the table below.

Visa Status	Limitations	Documents Needed
F-1 Academic Student	<ol> <li>20 hrs/wk on campus while en- rolled in full course of study; full- time during vacation periods eli- gible for enrollment following quarter</li> </ol>	<ul> <li>Foreign passport or List B Document</li> <li>Form I-94 marked F-1 D/S and</li> <li>Unexpired Form I-20 with UNMC as the designated school</li> </ul>
	<ol> <li>Full-time during periods of cur- ricular training in field of study or with other special authorization</li> </ol>	<ul> <li>Foreign passport or List B Document</li> <li>Form I-94 marked F-1 D/S and</li> <li>Unexpired Form I-20 with UNMC as the designated school</li> </ul>
	<ol> <li>Full-time during periods of op- tional practical training</li> </ol>	Unexpired Employment Authorization
H-1B and TN Temporary Worker	Per terms and conditions of approved fill- ing with BCIS by the hiring department	<ul> <li>Foreign passport or List B Document</li> <li>Form I-94 marked H-1B or TN with UNMC as the designated employer</li> </ul>
J-1 Exchange Students	<ol> <li>20 hrs/wk on campus while en- rolled in full course of study; full- time during vacation periods eli- gible for enrollment following quarter</li> </ol>	<ul> <li>Foreign passport or List B Document</li> <li>Form I-94 marked J-1 D/S and</li> <li>Unexpired Form DS-2019 (formally IAP-66) with UNMC as the sponsor</li> </ul>
	<ol> <li>Full-time during periods of aca- demic training</li> </ol>	<ul> <li>Foreign passport or List B Document</li> <li>Form I-94 marked J-1 D/S and</li> <li>Unexpired Form DS-2019 (formally IAP-66) from the sponsoring program with au- thorization of Form DS-2019 for academic training at UNMC or letter if this information is not on the Form DS-2019</li> </ul>
J-1 Visiting Faculty and Researchers	Full-time per terms and conditions of Forms DS-2019 (formally IAP-66)	<ul> <li>Foreign passport or List B Document</li> <li>Form I-94 marked J-1 D/S and</li> <li>Unexpired Form DS-2019 (formally IAP-66) with UNMC as the sponsor</li> </ul>
J-2 Family of Exchange Visitor	Yes	Unexpired Employment Authorization Document (Form I-688b or I-766)

### Visa Type and Limitation Table

### Other Visas Eligible for Employment

- **O-1** Persons of extraordinary ability
- Refugee
  - $\sqrt{}$  For 90 days following entry in the U.S. use Form I-94 containing refugee admission stamp
  - $\sqrt{}$  After 90 days, document(s) from List A, or List B and List C

## Employment Authorization Card (EAD)

Most people with an unexpired Employment Authorization Card (EAD) are eligible for employment. EADs for OPTIONAL PRACTICAL TRAINING have restrictions regarding field of study and degree requirements.

In May 1995, some INS offices began issuing a modified I-688B. The most significant change was to the card stock which was changed from the Polaroid process to a synthetic material called Teslin on which the biometric and biographic data of the bearer are printed. Note that on this version, the name is printed on two lines.



Form I-688B (May1995)

In August 1995 changes were made to the software which prints the I-688Bs and the name reverted to the one line format similar to the original card.



Form I-688B (August 1995)

In January 1997, INS began issuing a new Employment Authorization Document, Form 1 -766. The new card is a credit card type of document. The front of the card contains a photo, fingerprint and signature of the rightful holder. The reverse contains a standard bar code, magnetic strip and a two—dimensional bar code which will contain unique card, biographic and biometric data.



Form I-766 (January 1997)

# Sample SEVIS Form I-20 Front

	5. Department of Justice nigration and Naturalization Service			ibility for Nonimmigrant (	F-1) Student Page 1 hts (OMB NO. 1115-0051)	
-			Juius - I of Acua	enne und Eanguage Studen	(GMB (0, 1115-0051)	
Th	ase read Instructions on Page 2 is page must be completed and signed in the U.S. by a desi	gnated school official.			SEVIS	
1.	Family Name (surname):		For Imm	igration Official User	Student's Copy	SEVIS
1	First (given) Name: Middle Nat	ne:	11		x000000000x	Number
	Country of birth:	Date of birth(mo/day/year)	):		0-514-22200	
	Country of citizenship:	Admission number:	]			
	School (School district) name: University of Minnesota University of Minnesota, Twin Cities					Barcode
	School Official to be notified of student's arrival in U.S.(Nam	e and Title):	Visa issuing post	Date Visa Issued		-
	School address (include zip code): Intl Student & Scholar Services 301 19th Ave S., 190 Rumphrey Ctr Minneapolis, MN 55455 School code (including 3-digit suffix, if any) and approval da					
3.	This certificate is issued to the student named above		Re tate •xten	sion		
4.	Level of education the student is and ing or dis	sue it the ed St s:	L	5		
5.	The student named above has been acce_edr a ful school, majoring in The student is expected to report to the school no lat and complete studies not later than study is months.	er than 09/07/1999	means of sup months (Use a. Student'	port, estimated for an acade the same number of month s personal funds		
6.	English proficiency: This school requires English proficienc The student has the required English pr	y. oficiency.	<ul> <li>c. Funds fr Specify</li> </ul>	ype:	\$0.00_	
7.	This school estimates the student's average costs for         12       (up to 12) months to be:         a.       Tuition and fees       \$         b.       Living expenses       \$         c.       Expenses of dependents (0)       \$         d.       Other (specify):       \$         Total       \$	an academic term of 2,606.00 9,300.00 0.00 11,906.00	d. On-cam 9. Remarks:	nus employment Total	\$\$\$	
10.	School Certification: I certify under penalty of perju and is true and correct; I executed this form in the Ut the student's application, transcripts, or other records execution of this form; the school has determined the will be required to pursue a full course of study as de to issue this form.	ry that all information pro nited States after review a s of courses taken and pro t the above named studer	and evaluation in the pof of financial respo nt's qualifications m	United States by me or oth nsibility, which were received all standards for admiss	ner officials of the school of ived at the school prior to the sion to the school; the student	
	Name of School Official Signature of Designated S	chool Official Titl	e	Date Issued	Place Issued (city and state)	-
11.	Student Certification: I have read and agreed to com page 2. I certify that all information provided on this seek to enter or remain in the United States temporar form. I also authorize the named school to release ar my nonimmigrant status.	form refers specifically ily, and solely for the pur	to me and is true and pose of pursuing a f	l correct to the best of my l ull course of study at the so	ension of stay as specified on knowledge. I certify that I chool named on page 1 of this	E.
	Name of Student	Signature	e of Student		Date	-
	Name of parent or guardian Signature of If student under 18	parent or guardian	Address (city)	(State or Province) (Cou	intry) (Date)	-
	Form I-20 A-B (Rev. 04-27-88)N			For Offic Microfilm Index Number	cial Use Only	

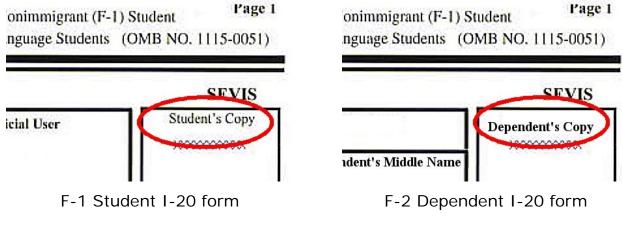
# Sample SEVIS Form I-20 Back

FAMIL YNAME:		FIRST NAME:		SEV
				Student's Copy
Student Employment Auth				
Employment Status:	Туре:			
Duration of Employment - F Employer Name: Employer Location:	rom (Date): To (Da	te):		
Comments:	SAM	PLE		
	51			
Event History (Past two y	ears):	Event Date: Name of Official: This is a signature for reenter	ry to the U.S	
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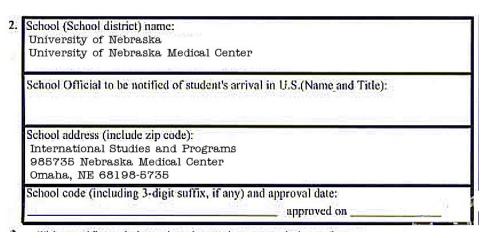
Form I-20 A-B (Rev. 04-27-88)N

### Notes on Form I-20 for F-1 and F-2 Visas

- F-2 visa holders are the spouse or children of an F-1 student.
- F-2 (dependent) visa holders **CANNOT** be employed.
- Check the form to ensure it is the student (F-1) and is **NOT** the dependent (F-2).



• Ensure your sponsoring school is listed in Section 2.



- Check begin and endates in Section 5.
  - The student named above has been accepted for a full course of study at this school, majoring in \_\_\_\_\_\_. The student is expected to report to the school no later than <u>06/07/2002</u> and complete studies not later than <u>05/07/2007</u>. The normal length of study is <u>60</u> months.

# Example of Form DS-2019 J-1 Visas

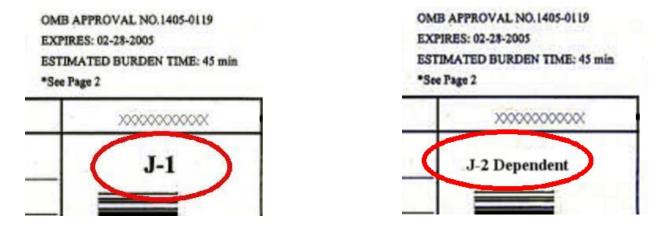
Family Name:	First Name:	Middle Nama:	Gende	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	SEVIS
e of Birth/mm-dd-99999 1	City of Birth: Country of Bi	rth: Citizenship Country Code:	Citizenship Country:		Numb
al Permanent Residence Country	Code: Legal Permanent Residence Country	Position Code: Position:		J-1	
Address			SEARCHERS		
				1000	11
Program Sponsor: Iniversity of Minne	iota		Exchange Visitor Program Numb- P-1-00045		Barcod
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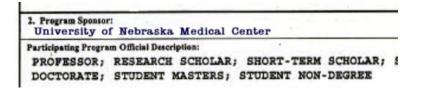
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### Notes on Form DS-2019 for J-1 and J-2 Visas

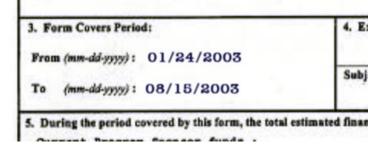
- A J-2 visa holder is the spouse or child of a J-1 visa holder.
- J-2 Visa holder **MUST** posses an **unexpired** Employment Authorization Card (EAD) to be eligible for employment.
- Check the form to ensure it is the J-1 visa holder and NOT the dependent.



Check the form to ensure it is the J-1 visa holder and NOT the dependent.

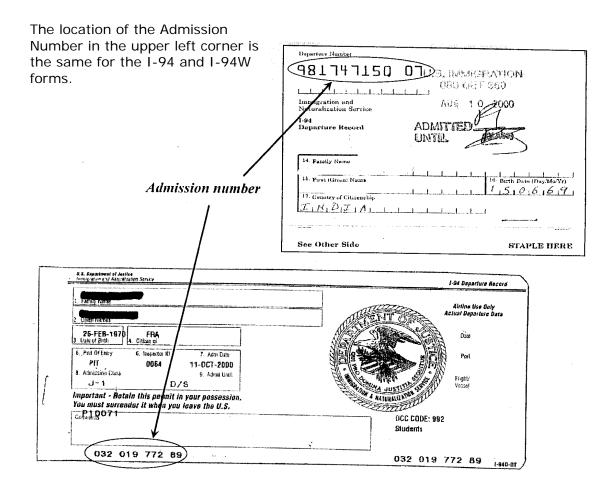


• Check begin and end dates in Section 3.



### I-94 Form Used with Passport

When an alien has been granted admission into the U.S. by an Immigration Inspector at an authorized Port of Entry, he/she will be issued a Form I-94 (white), Arrival/Departure Record, Form I-94W (green), Nonimmigrant Visa Waiver Arrival/Departure Form, or Form I-94A-OT Arrival Record (looks like an airline boarding pass) which is stapled to a page in the passport. This document will explain how long the bearer may remain and the terms of admission.



The location of the Admission Number on the Automated I-94A-OT form is at the bottom.

## I-9 Form Section 1

- To be completed and signed by employee <u>prior to</u> or <u>on the first</u> <u>day</u> of work.
- F-1 visa holders will use the ending date from their I-20, line 5.
- J-1 visa holders will use the ending date from their DS-2019, line
  3.
- Admission number comes from their I-94 card

## I-9 Form Section 2

- Must be completed by department <u>before</u> or <u>within 3 business</u>
   <u>days</u> of hire date.
- Examine one document from List A OR examine one document List B and one from List C. No more, no less. Doing more can result in being fined for harassment.
- F-1, J-1, H-1b, and O-1 visa holders will usually present theirpassport and I-94 (F-1 must be accompanied by Form I-20, H-1B must be accompanied by Form I-797 and J-1 must be accompanied by Form DS-2019 (formally IAP-66)).
- Use the first day of actual work as the employment begin date in the "CERTIFICATION" section.

## I-9 Form Receipts

If the employee cannot present the necessary documents for Section 2 within 3 days, they must present a receipt for the application for the documents within 3 days. They then have <u>90</u> days from date of hire to present the actual documents.

### I-9 Form Anti-discrimination Provisions

- We cannot request that an employee present more or different documents then required.
- Also, we cannot refuse to honor documents which on their face reasonably appear to be genuine and relate to the person presenting them.
- The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

### I-9 Form Common Errors

- Complete list A using the passport page, <u>do not</u> use the visa page.
- <u>Do not</u> leave the citizenship field blank.
- Only use I-9 forms that are copied front and back.
- Be sure to enter the employment begin date
- Do not use the copies or faxes to complete the I-9, use original documents.
- Have the employee complete Section 1 before or on the **first** day of employment.

### Penalties for Prohibited Practices

- Fine of not less than \$100 and not more than \$1000 for each employee for whom the Form I-9 was not properly completed, retained and/or made available for inspection
- Fines up to \$3,000 per employee and/or 6 months imprisonment for knowingly hiring or continuing to employ unauthorized aliens

OMB No. 1615-0047; Explore 06/30/09

# Example of Form I-9 Front

		Form I-9, Employment Eligibility Verification
Read instructions excelping before completing this form.	The instructions must be symbolic	denteg completion of this form.
ANTI-DESCHIMINATION NOTICE: It is itegal specify which decommit(s) they will second from a fature exploration data may also constitute illegal d	a angelayan. The refined to hire :	therbod individuals. Resplayers CANNOT an individual because the documents have a
Section 1. Employee Information and Varification.	(To be completed and signed by a	nplayee at the time anplayment begins.)
Print Name Last Plast		in a second s
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imprisonment and/or fixes for fairs statements or	A sitises of the Units	nd Rinter
nee of false documents in connection with the		l af the Listian Status (nos instructions)
completion of this form.	A bracki prosecuti	millent (Alice #)
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Propracts Transfolor's Signature	Print Name	
Beation 2, Employer Review and Varilleation (20 b examine one document from List B and one from List expiration date, if any, of the document(s).j	e completed and signed by employ C, an indust on the revenue of this j	ver, Examine one document from List A (III form, and record the tille, randoter, and
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Document #		
Register Date (flang):		
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Bagimicon Date (frage):		
CERTIFICATION: I attest, under penalty of perjury, the the above-listed document(s) appear to be genetice and t	ant I have exercised the deservation	) presented by the above-named suppoyee, that
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	lat Hanny	
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Section 3. Updating and Reverbleation (To be com-	nisted and strend in summer )	l
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C. Remployed's provides gent of week attheduation has explored,	provide the information below fire the door	ment that establishes success employment estherington.
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Rignstom of Employer or Anthorized Representative		Data (masfiligijoar)

Tem 1-5 (ker. 02/52/65) N Page 4

# Example of Form I-9 Back

LIS	T9 OF ACCEPTABLE DOCUME All deconnects must be unapplied	NTS
LIST A	LIST B	LEFT C
Decements that Existicits Hofs Limitity and Employment Automization. O	Becoments that Ratabilah Identity R	Documents that Establish Employment Anthonization AND
<ol> <li>U.S. Paepart or U.S. Paepart Card</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form</li> </ol>	<ol> <li>Driver's ficture or ID card issued by a State or unitying possession of the United States provided it contains a photograph or information such as name, data of thirth, gender, height, aye color, and address</li> </ol>	<ol> <li>Social Security Account Number card other than one that specifies on the face that the immune of the card does not authorize employment in the United States.</li> </ol>
I-SS1) 3. Foreign gassport that contains a temperary I-SS1 stamp or temperary I-SS1 printed networks on a machine-	<ol> <li>ID card immed by followi, state or local government agencies or entities, provided it contains a photocraph or information such as</li> </ol>	2. Cartification of Birth Abroad issued by the Department of State (Ferm FS-345)
readable immigrant vias.	name, date of hirth, gender, height, aye color, and militas	3. Certification of Report of Birth instant by the Department of State (Rem DS-1350)
<ol> <li>Employment Anthorization Document that contains a photograph (Form I-766)</li> </ol>	Solecel ID and with a photograph     Voter's registration card	4. Original or certified sopy of birth
5. In the case of a noninmigrant alien anthorized to work for a specific	5. U.S. Military card or draft record	<ul> <li>certificate issued by a State,</li> <li>county, muticipal authority, or</li> <li>territory of the United States</li> </ul>
amployar incident to sintas, a faraign puspent with Form I-94 or Form	6. Military dependent's ID card	bearing an official seel
I-94A bearing the same name as the passport and containing an andomement of the allon's	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribel document
nominarily not status, as long as the paried of endersement has not yet	2. Native American tribel document	
appired and the proposed amployment is not in conflict with any restrictions or limitations	<ol> <li>Driver's license issued by a Canadian government authority</li> </ol>	6. U.S. Chinen ID Caul (Form 1-197)
identified on the form 6. Passpart from the Federated States of	For persons under age 18 who are unable to present a document listed aboves	<ol> <li>Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> </ol>
Micronesia (PSM) or the Republic of the Manufell Islands (RMI) with Form 1-94 or Form 1-94A tadjesting	10. School pecceri or report card	1. Employment authorization document instead by the
nonimmigrant similation under the Compact of Free Association	11. Clinic, doctor, or hospital record.	Department of Hamiland Security
Between the United States and the FSM or RMI	12. Day-care or manery achool record	

Illustrations of many of these documents appear in Part 5 of the Handbook for Employees (M-274)

Form 1-9 (Rev. W202/09) R Page 5

### Form I-9 Instructions

Department of Homoland Successivy U.S. Citizanship and Interioration Surviva OMB No. 1615-0047; Equine 06/30/09 Form I-9, Employment Eligibility Verification

#### Instructions Read all instructions carefully before completing this form.

Anti-Distrimination Notics. It is Hagel to discriminate against any individual (other than an alian net extinctized to work in the Unded States) in biring, discharging, or recruiting or relieving for a fite income of the individual's anticeal origin or edimensing states. It is illegal to discriminate against work-suffering individuals. Bangloyers CANNOT specify which decontent(i) they will accept from an ampleyae. The relieval to hive an individual because the deconsents presented here a fitters explorition date may also constitute flags discrimination. For near influentian, call the Office of Special Coursel for Interiogention Related Unlike Employment Practices at 1-800-225-8155.

#### What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

#### When Should Form 1-9 Be Used?

All employees, citizens, and noncitizens hired after November 6, 1986, and working in the United States must complete Form 1-9.

#### Filing Out Form I-9

#### Section 1, Employee

This part of the form must be completed no later than the time of him, which is the samel beginning of employment. Providing the Social Scourity Number is voluntary, encept for employees hired by employers participating in the USCIS Electronic Employment Highbility Verification Program (E-Verify). The employment Highbility Verification Program (E-Verify). The employment is responsible for consuming that Section 1 is timely and property completed.

#### Nonekisen Nationals of the United States

Noncilizen nationale of the United States are persons born in American Samon, cartain former citizens of the former Trast Territory of the Pacific Islands, and cartain children of mencifizen nationals form alread.

Employers should note the work antherization expination date (if any) shown in Section 1. For employees who indicate an employment suborbation expiration date in Section 1, employees are required to revealify employment authorbation for employment on or before the date shown. Note that sense employees may here the expiration date blank if they are aliens whose work authorization does not expire (e.g., anyloes, refugees, certain efficients of the Federated States of Micrometia at the Republic efficients of the Federated States of Micrometia at the Republic of the Marshall Islands). For each employees, reverification does not apply saless they should to present in Section 2 ovidence of employment authorization that contains an expiration date (e.g., Rangloyment Authorization Document (Form I-766)).

#### Preparer/Translater Certification.

The Preparer/Translator Certification must be completed if Section 1 is prepared by a pursue other than the employee. A preparar/translator may be used only when the employee is unable to complete Section 1 on his or her own. However, the employee must still sign Section 1 personally.

#### Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including these restuiters and referrent for a free who are agricultural associations, agricultural employers, or form labor contractors. Benployers must complete Section 2 by commining ovidence of identity and employment achievation within three business days of the date employment begins. However, if an employer hims an individual for less than three business days, Section 2 must be completed at the time employment begins. Employers annot specify which document(s) listed on the last gage of Form I-9 employees present to establish identity and employment OR a combination of a List B and a List C document.

If an employee is mable to present a required document (or documents), the employee must present as acceptable receipt in lieu of a document listed on the last page of this firm. Receipts showing that a person has applied for an initial grant of employment souherization, or the renewal of employment suthorization, are not acceptable. Employees must present modely within three business days of the date employment begins and annet present wall replayees to documents within 90 days or other specified time.

#### Employers must record in Section 2:

- 1. Document title;
- 2. Inving authority,
- 3. Document member;
- 4. Expiration date, if any, and
- 5. The date employment begins.

Employees must sign and date the cartification in Baction 1. Employees must present original documents. Employees may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the varification process and must be related with Form 1-9. Employees are still responsible for completing and related to Form 1-8.

Fam 19 (Rev. (2/(2/99)) N

### Form I-9 Instructions

For many detailed information, you may refer to the USCIS Hyndhesh for Employers (Form M-274), You may obtain the landbook using the context information found under the bonder "UBCIS Forms and Information."

#### Section 3, Updating and Reverification

Employees smart complete Section 5 when updating and/or reverifying Form 1-9. Employees must reverify amployment suthorization of facir employees on or before the work suthorization expiration date recorded in Section 1 (if any). Employees CANNOT specify which document(s) they will secont from an employee.

- A. If an employee's same her changed at the time this form is being updated/reverified, complete Block A.
- B. If an amployee is rehired within them yours of the data this form was originally completed and the amployee is still authorized to be employed on the same basis as proviously indicated on this form (updating), complete Hlock B and the signature block.
- C. If an employee is rehired within these years of the date this flam, was miginally completed and the employee's work authorization has expired as if a current employee's work authorization is short to expire (reverification), complete Hlock B; and:
  - Remains any document that reflects the employee is authorized to work in the United States (see List A == C);
  - Record the document title, document number, and expiration date (if say) in Block C; and.
  - Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form 3-9 instead of completing Section 3.

#### What Is the Filing Fee?

There is no associated filing for for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-3 must be related by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

#### **USCIS** Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/firms or call our toll-free number at 1-600-570-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by atiling 1-688-464-4218. Information about B-Verify, a free and voluntary program that allows participating employers to electronically varify the employment eligibility of their newly hired employers, can be obtained from our website at www.ascis.gov/e-verify or by calling 1-333-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center et 1-800-375-5283 or visiting our Informet website at www.nacis.gov.

#### Photocopying and Retaining Form I-9

A black Form 1-9 may be reproduced, provided both sides are copied. The instructions must be available to all employees completing this form. Employees must retain completed Form 1-9: for three years after the date of him or one year after the date employment ends, whichever is later.

Ram 1-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 (349, 274a.2.

#### **Privacy Act Notice**

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-609 (8 USC 1924a).

This information is for employees to verify the eligibility of individuale for employment to preclude the unkawful kining, or recruiting or reflexing for a fee, of allows who are not authorized to work in the United States.

This information will be used by employees as a record of their basis for determining aligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Hornshord Socurity, Department of Labor, and Office of Special Counsel for Intrigention-Halated Unite Employment Practices.

Solution of the information required in this form is valuatory. However, an infividual may not begin confloyment unless this form is completed, since employees are subject to eivil or eximisal penaltics if they do not comply with the Immigration Reform and Control Act of 1986.

EMPLOYERS MUST RETAIN COMPLETED FORM I-9 DO NOT MAIL COMPLETED FORM I-9 TO ICE OF USCIR Form 1-9 (Rev. 02/02/09) N Page 2

### Form I-9 Instructions

#### **Paperwork Reduction Act**

An agency may not conduct or sponser an information collection and a person is not required to respond to a collection of information onloss it displays a correctly valid CMH control number. The public reporting barden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and schmitting the form. Send comments regarding this barden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Microgeneet Division, 111 Macmolausotts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210, OMB No. 1615-0047. Do not suff your complaint Form 1-9 in this soldness.

Form 1-9 (Rev. 62/02/09) N Page 3

# Example of Form I-9 Completed by U.S. Citizen

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047; Expires 05/30/09 Form I-9, Employment Eligibility Verification
Read instructions carefully before completing this form	. The instructions must be available d	
ANTI-DISCRIMINATION NOTICE: It is illegal		
specify which document(s) they will accept from a future expiration date may also constitute illegal of	in employee. The refusal to hire an	individual because the documents have a
Section 1. Employee Information and Verification	(To be completed and signed by emp	loyee at the time employment begins.)
Print Name: Last Johnson First	Robert Middle	Initial Malden Name
Adapts (Street None and Number)	Арс. #	Date of Birth (month/slay(year)
102 Young Street		01/02/54
City J Sinte	Zip Code	Social Security #
Omaha NE	6211	2 123-45-6789
	1 attest, under penalty of perj	ary, that I am (cheek one of the following):
I am aware that federal law provides for imprisonment and/or fines for false statements or	A citizen of the United	Status
use of false documents in connection with the		the United States (see instructions)
completion of this form.	A lawful permutent real	
		ork (Alien # or Admission #)
		applicable - mouth/sky/year)
imployee's Signature	Date (wonthiday/)war)	8/25/09
Preparer and/or Translator Certification (To be con	infeted and stated if Section 1 is managed to a	The second star from the employee 11 anset under
renalty of perjury, that I kave assisted in the completion of this for	m and they to the best of my knowledge the inj	formation is true and correct.
Prepare 's/Translator's Signature	Print Name	
Address (Street Name and Humber, City, State, Zij, Coo		Date (month/day/year)
examine one document from List B and one from List $p_{and}(x)$ , is expiration date, if any, of the document(x).)		
List A OR	List B	AND List C
Decument title:	Driver's License	Social Security Lard
ssuing authority:	NE DMV	Social Security Admin
Occument #:	HK156436	123-45-6789
	1 - 1	
Expiration Date ((Fany):	01/62/2012	
	01/62/2012	
	01/62/2012	
Decembent #: Experitors Date (if any): CERTIFICATION: I attest, under penalty of perjury, the above-listed document(s) appear to be genuine and (month/day)year) $\frac{g}{2s}/2s/2m}$ and that to the best of employment agencies may omit the date the employee b	to relate to the employee named, that t of my knowledge the employee is autho egan employment.)	he employee began employment on
Scennent #:	to relate to the employee named, that it of my knowledge the employee is autho egan employment.) rint Name	he employee began employment on rized to work in the United States. (State Title
Securent #: Experition Date (ff ony): CERTIFICATION: I attest, under penalty of perjury, the a above-listed document(s) appear to be genuine and monfil/day/year) <u>g / 25 / 06</u> and that to the best of maploymont agencies may omit the date the employee be signature of Employer or Authorized Representative authorized Representative 7 Maximess or Organized Food Name and Address (Street Name and Na	to relate to the employee named, that it of my knowledge the employee is autho egan employment.) rint Name <u>Anthony</u> <u>J.</u> <u>Huer</u> miver, City, Sinie, Dip Cooke)	he employee began employment on rized to work in the United States. (State Title Emp Records Technic Date (meduhidag/year)
Comment #: Experition Date (f any): CERTIFICATION: I attest, under penalty of perjury, the above-listed document(s) appear to be genuine and month/day/year) <u>g /25/00</u> and that to the best of mapleymont agencies may omit the date the employee be ignature of Employer or Authorized Representative ignature of Employer or Authorized Representative bigmature of Employer or Authorized Representative and the set of the set o	to relate to the employee named, that it of my knowledge the employee is author egan employment.) rint Name <u>Anthony</u> <u>J.</u> <u>Huers</u> mover, Cuy, Sinte, Zip Cove <u>La.</u> , <u>NE</u> <u>68198</u> -54	he employee began employment on rized to work in the United States. (State Title Emp Records Technic Date (meduhidag/year)
Comment #: Experition Date (f any): CERTIFICATION: I attest, under penalty of perjury, the above-listed document(s) appear to be genuine and month/day/year) <u>g /25/09</u> and that to the best of mploymont agencies may omit the date the employee be ignature of Employer or Authorized Representative ignature of Employer or Authorized Representative assiness or Organization Name and Address (Street Name and Na MNMC 40+h of Dewey Oma Section 3. Updating and Reverification (To be com-	to relate to the employee named, that it of my knowledge the employee is author egan employment.) rint Name <u>Anthony</u> J. <u>Huers</u> <u>mber</u> , City, Sink, Sip Cool <u>La</u> , <u>NE</u> <u>88198-54</u> ppleted and signed by employer.)	te employée began employment on rized to work in the United States. (State to Emp Records Technic Duic (meduhicka) jew) 170 8/25/09
Comment #: Experition Date (if any): CERTIFICATION: I attest, under penalty of perjury, the a baove-listed document(s) appear to be genuine and imonfielday/year) <u>g/25/00</u> and that to the best of imployment agencies may omit the date the employee be ignature of Employer or Authorized Representative interval and the state of the state o	to relate to the employee named, that it of my knowledge the employee is author egan employment.) rint Name <u>Anthony</u> J. <u>Huers</u> <u>mber</u> , City, Sink, Sip Cool <u>La</u> , <u>NE</u> <u>88198-54</u> ppleted and signed by employer.)	he employee began employment on rized to work in the United States. (State Title Emp Records Technic Date (meduhidag/year)
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Comment #: Exportion Date (if any):  CERTIFICATION: I attest, under penalty of perjury, the above-listed document(s) appear to be genuine and imanifolday/year) <u>g/25/09</u> and that to the best of maploymont agencies may omit the date the employee b signature of Employer or Autorized Representative  automatic of Employer or Autorized Representative  Comment Tele  C. If employee's previous grant of work authorizetion has expired.  Document Title:  attest, under penalty of perjury, that to the best of my knowled	to relate to the employee named, that it of my knowledge the employee is author egan employment.) rint Name <u>Anthony</u> <u>J.</u> <u>Huers</u> miler. City. Since 210 Cove) <u>La</u> , <u>NE</u> <u>88198-54</u> <u>pleted and signed by employer.</u> ] IS De provide the information below for the docum <u>Document 9:</u> rdge, this employee is authorized to work in	he employee began employment on rized to work in the United States. (State
Decument #:	to relate to the employee named, that it of my knowledge the employee is author egan employment.) rint Name <u>Anthony</u> <u>J.</u> <u>Huers</u> miler. City. Since 210 Cove) <u>La</u> , <u>NE</u> <u>88198-54</u> <u>pleted and signed by employer.</u> ] IS De provide the information below for the docum <u>Document 9:</u> rdge, this employee is authorized to work in	the employee began employment on rized to work in the United States. (State $\frac{1}{60}$ Trille $\frac{1}{100}$ Records Technic Data (moduliday/year) $\frac{1}{70}$ $\frac{1}{8}$ $\frac{1}{25}$ $\frac{1}{69}$ te of Kehare (month/day/year) (if applicable) ent that establishes current employment authorization. Expiration Date (if any): the United States, and if the employee presented
Securent #: Experition Date (# ony):  CERTIFICATION: I attest, under penalty of perjury, the above-listed document(s) appear to be genuine and month/dip/year) <u>g /25 /00</u> and that to the best o imployment agencies may omit the date the employee b ignature of Employer or Autorized Representative  The imployment agencies is a Address (Street Name and Ne MMMC 40+h of Dewey 0 mm Section 3. Updating and Reverification (To be come New Name (of applicable)  C. If employee's previous grant of work authorizetion hes expired, Document Title:	to relate to the employee named, that it of my knowledge the employee is author egan employment.) rint Name <u>Anthony</u> <u>J.</u> <u>Huers</u> miler. City. Since 210 Cove) <u>La</u> , <u>NE</u> <u>88198-54</u> <u>pleted and signed by employer.</u> ] IS De provide the information below for the docum <u>Document 9:</u> rdge, this employee is authorized to work in	he employee began employment on rized to work in the United States. (State

# Example of Form I-9 Completed by Non-U.S. Citizen (Example Using Permanent Resident Card)

Department of Homeland Scenrity U.S. Citizenship and Immigration Services		DMB No. 1615-0047; Expires 06/20/09 Form I-9, Employment Eligibility Verification
Read instructions carefully before completing this form. The	instructions must be available d	uring completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to dis specify which document(s) they will accept from an emp future expiration date may also constitute illegal discrip	lovee. The refusal to hire an	
Section 1. Employee Information and Verification (To b	and the second se	oloyee at the time employment begins )
Print Name: Lost Me Fast Do		: Initial Maiden Name
Address (Street Hame and Number) 1411 Jones Street	Apt. # Zip Code	Date of Birth (newth/day/year) 7/2/20 Social Sacardia y
Overla NE	6810	1 122 211 5120
Umana IVE	9913	ury, that I am (check one of the following):
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.	A citizen of the United A noncitizen national al A nowful permanent resi Ar alten nutberized to v	States The United States (see instructions) ident (Alien #) $038 - 54 - 9217$ veck (Alien # or Admission #)
Employee's Signature	Date (wonth/day/year)	applicable - wowhickgv/year)
Preparer and/or Translator Certification (To be completed		8/25/09
penalty of prejury, that I have assisted in the completion of this form and i	that to the best of my knowledge the inj	lormation is true and correct.
Proparer's/Translator's Signature	Print Name	
Section 2. Employer Review and Verification (To be con examine one document from List B and one from List C, as expiration date, if any, of the document(s).) List A OR Document title: Per maneuxt Resident	listed on the reverse of this for	r. Examitive one document from List A OR m, and record the title, number, and AND List C
Soument #: 038 - 54 - 9217		
Document #:		
CERTIFICATION: I attest, under penalty of perjury, that I h the above-listed document(s) appear to be genuine and to rela (month/kla/year) <u>OB/25/09</u> and that to the best of my l employment agencies may omit the date the employee began e Signature of Employee or Authorized Representative Print Nati	te to the employee named, that i snowledge the employee is autho mployment.)	he employee began employment on
Eusiness or Organization Name and Address (Sweet Name and Number, C UNMC 40+h+ Dewey Om a ho Section 3. Updating and Reverification/(To be completed	NE 68198-5	-ta Emp Records Techni Due (molitikaligy year) 470 8125/09
2. New Name (fl applicable)	and the second se	te of Relate (wonthiday/jear; (f applicable)
2. If employee's previous grant of work authorization has expired, provide	e the information below for the docum	ent that establishes current employment authorization.
Decument Title:	Document#	Expiration Date (f ary):
attest, under penalty of perjury, that to the best of my knowledge, th focument(s), the document(s) I have examined appear to be genuine a		the United States, and if the employee presented
Signature of Employer or Authorized Representative		Date (mmil/day/year)
		Form I-9 (Rev. 02/02/09) N Page 4

### Example of Form I-9 Completed by Non-Resident Alien (Example Using Passport)

	instructions must be available during	completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to di	scriminate against work-authorized	Individuals Employees CANNOT
specify which document(s) they will accept from an em future expiration date may also constitute illegal discri	ployee. The refusal to hire an indiv	idual because the documents have
Section 1. Employee Information and Verification (To b	be completed and signed by employee	at the time employment begins.)
Print Name: List First	Middle Initial	Maiden Name
Jones Ma	ark	
Address (Street Hame and Number)	Apt. #	Date of Birth (nonth/day/year)
201 Kent Ave	409	4/8/75
City Stale	Zip Cede	Social Security #
Omaha NE	68103	133 - 23 - 4567
	I attest, under penalty of perjury, that	t I am (check one of the following): Fred
I am aware that federal law provides for imprisonment and/or fines for false statements or	A citizen of the United States	
use of false documents in connection with the	A noneitizen national of the Ur	ited States (see instructions)
completion of this form.	A lawful permanent resident (A	dien #
884 <b>8</b> 48 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	X An alien sufficized to work (A	lies # or Admission #) 🖌 1489276
	until (expiration date, if applies	
Employee's Signature	Date (month/day/year)	Inc las
Preparer and/or Translator Certification (To be completed	ر مح A support of Seculory 1 to users and hur a support	a other than the another on Latter and the
penalty of perjury, that I have assisted in the completion of this form and	that to the best of my knowledge the informati	on is true and correct.
Preparer's/Translator's Signature	Print Name	I
C Proputer & L'HANSIMON'S Sugnature		
Address (Street Name and Number, City, State, Zp Codes		
VOT Section 2. Employer Review and Verification (To be con	mpleted and signed by employer. Exa	Date (nonskildsplyeer) nine one document from List A OR
N 07 Section 2. Employer Review and Verification (To be car examine one documern from List B and one from List C, as expiration date, if any, of the document(s).)	mpleted and signed by employer. Exa tisted on the reverse of this form, an	nine one document from List A OR d record the title, number, and
NOT Section 2. Employer Review and Verification (To be con examine one document from List B and one from List C, as expiration date, if any, of the document(s).) List A OR	mpleted and signed by employer. Exa	nine one document from List A OR
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NoT Section 2. Employer Review and Verification (To be car examine one document from List B and one from List C, as expiration date, if any, of the document(s).) List A OR Document title: $Passport$	mpleted and signed by employer. Exa listed on the reverse of this form, an	nine one document from List A OR d record the title, number, and
Not Section 2. Employer Review and Verification (To be car examine one document from List B and one from List C, as expiration date, if any, of the document(s).) List A OR Document title: $P_{0.55} p_{0.7} + \frac{1}{R_{c}public} + \frac{1}{R_{c}public}$	mpleted and signed by employer. Exa listed on the reverse of this form, an	nine one document from List A OR d record the title, number, and
NOT Section 2. Employer Review and Verification (To be con examine one document from List B and one from List C, as expiration date, if any, of the document(s).  List A Document ute: Pass port Issuing authority: Republic of Chicka Document #: A71343	mpleted and signed by employer. Exa listed on the reverse of this form, an	nine one document from List A OR d record the title, number, and
NoT Section 2. Employer Review and Verification (To be con expanding one document from List B and one from List C, as expiration date, if any, of the document(s). List A Document title: Possing authority: Republic of Chive Document #: A71242 Expiration Date (gray): 2/25/16 Document #: [H8927615/2]	mpleted and signed by employer. Exa listed on the reverse of this form, an	nine one document from List A OR d record the title, number, and
NoT Section 2. Employer Review and Verification (To be contextualized one document from List B and one from List C, as expiration date, if any, of the document(s).) List A OR Document title: $P_0.SS p_0.74$ Issuing authority: $R_{epublic}$ of Chaira Document #: $A TI 242$ . Expiration Date (grang): $2/25/16$ Document #: $148927615/2$	mpleted and signed by employer. Exa s listed on the reverse of this form, an List B AND	nine one document from List A OR d record the title, number, and List C
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### Resources

Form I-9 and Instruction Handbook

http://uscis.gov/graphics/formsfee/forms/i-9.htm

#### SAPPHIRE:

http://sapphire.nebraska.edu

University of Nebraska Medical Center Human Resources Procedures web site: http://app1.unmc.edu/hr/intra/pro.htm (must be on campus to access)

University of Nebraska Medical Center Policy web site: http://info.unmc.edu/policy/homepolicy.html (must be on campus to access)

U.S. Citizenship and Immigration Services web site: http://www.uscis.gov

# Glossary of Terms

**Alien**: This is an individual living in or visiting the United States who is not a citizen of the U.S.

**Asylee**: A person who has been granted asylum in the United States. This individual applied for this status while in the U.S.

**Bureau of Citizenship and Immigration Services (BCIS)**: Formally the department of Immigration and Naturalization (INS), this is the governmental agency which is authorized to control and enforce immigration rules and regulations. They grant permission to entry and the border and process changes in status.

**Calendar Year**: A method of counting presence in the United States for tax purposes. A person is considered in the US a calendar year if present at any time between January 1: December 31.

**Compensation**: A payment in exchange for services rendered.

**FICA Tax**: This is a tax imposed by the United States. It is a combination of a retirement pension and medical. These are called OASDI and Medicare. The rates for 1996 are 6.2% for OASDI and 1.45% for Medicare.

**Foreign Source Income**: Income from outside the United States. This type of income is not taxable to nonresidents of the US.

**Form DS-2019**: It is the application for the J-1 visa designation. It describes the purposes and length of stay of the visiting alien.

**Form I-20**: This is the certificate for eligibility for an F-1 student. This forms tracks the individuals education experience while in the United States and is completed by the educational sponsor of the student.

**Form I-94**: This is the arrival/departure card of a visiting individual. It shows the length of permission to stay.

**Form 1001**: This is a form in which fellowship/scholarship payments made to students may be exempted from federal withholding.

Form 1042s: This is the document used to report foreign source income.

Form 1042NR: This is the tax return filed by a nonresident alien.

**Form 8233**: This is the form used to request exemption from federal withholding due to a tax treaty. It is used by visitors accepting payment for independent personal services and/ or employment.

**Honorarium:** This is an award granted in recognition of a special service or distinguished achievement.

Immigrant: Someone who has intent to reside in the United States permanently.

**ITIN:** This is a tax payer identification number issued to nonresident individuals unable to obtain a social security number. Effective for tax year 1996, all nonresident must file tax returns with an identification number per IRS.

**Internal Revenue Service (IRS)**: This is the governmental agency which has authority to enforce tax rules and regulations.

**Multiple Entry Visa**: Permission to enter the United States using the same visa for the number of times designated on the visa.

**Multiple Indefinite Visa**: Permission to present oneself indefinitely at the border for reentry on the same status. Laws have currently limited this to a 10 year period.

**Nonresident Alien**: This is the tax status given to a visiting alien who is **not** a U.S. citizen or a U.S. permanent resident, or some one who has not obtained residency for tax purposes due to the Substantial Presence Test. These individuals are only taxed on their U.S. source income and are required to file a tax return each year for income that they receive.

**Non-immigrant**: An alien who comes to the U.S. temporary for the purpose of study, business, or tourism and has intent to return to their home country. The duration of stay will be indicated on their I-94.

**Original Date of Entry in the U.S**.: The first date that the individual arrived in the U.S. for the primary purpose of the visit.

**Out of Status**: A non-immigrant who entered the U.S. with a legal status but has violated the terms of admission. This could be an overstay, accepting a position when no work authorization has been granted, not working for the sponsor of the visa, etc.

**Permanent Resident Alien**: An individual who has been granted legal permanent residence in the U.S. They are referred to as Immigrants. Generally, these are the only aliens that are allowed to apply for naturalization.

**Resident Alien**: An individual who is a resident for tax purposes due to the Substantial Presence Test calculation.

Social Security Tax: See FICA Tax.

**Substantial Presence Test**: A test to determine residency for tax purposes It involves counting the days of presence in the current year and 1st and 2nd preceding years.

**Status**: This is the terms of the individual entry into the United States. It is granted by an INS official at the time of entry. Information is generally noted on the I-94.

**Temporary Resident**: An individual in the process of legalization or amnesty. These individuals usually become permanent residents.

**U.S. Source Income**: Income paid from sources in the United States. This type of income is taxable to nonresidents.

**Visa:** Permission to present oneself at a U.S. border to ask for entry. The decision to let a foreign visitor entered is made by the immigration officer at the point of entry.

**Visa Type**: The type of category that an alien is granted upon entering the U.S. This is also referred to as the "status" of the visitor.

**Undocumented Alien**: A person who enters the United States illegally. This individual may not be employed or accept any payment.

**United States Citizen**: This is the designation given to individual born in the United States or born to U.S. citizens. Individuals may also gain this status through the naturalization process.

Work: Any act or service provided by an employee to an employer.

## Appendix A

Guide To Selected U.S. Travel and Identity Documents Prepared by the Forensic Document Laboratory U.S. Immigration and Customs Enforcement



# Guide to Selected U.S. Travel and Identity Documents

Prepared by the Forensic Document Laboratory



U.S. Immigration and Customs Enforcement

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Social Security Cards
Ordering Information

This guide is intended to assist those tasked with examining travel and employment authorization documents. It contains color photographs of the most commonly used documents, but it is not comprehensive. There are earlier valid revisions of some illustrated documents and other less common documents that are not illustrated here.

Because the attachments are reproductions, the exact size and color may deviate from the original. Do not make identifications based on size and/or color alone.

For any questions regarding the authenticity of the documents shown in this guide, please contact the nearest office of U.S. Immigration and Customs Enforcement (ICE).

### **General Information On Alien Status**

In accordance with the 14th amendment to the U.S. Constitution, any person born in and subject to the jurisdiction of the United States is a citizen of the United States at birth. U.S. citizenship may also be acquired through **DERIVATION** from a U.S. citizen parent when children are born abroad or through **NATURALIZATION** after meeting the necessary residency requirements. All persons not citizens or nationals of the U.S. are aliens, who are generally classified as **PERMANENT RESIDENTS** (immigrants), **NON-IMMIGRANTS** or **UNDOCUMENTED ALIENS**.

**PERMANENT RESIDENT ALIENS** enjoy almost all the same rights as U.S. citizens. This status may be obtained through a number of different procedures and, unless taken away administratively, is granted for life. Aliens with permanent residency must carry evidence of their status.

NON-IMMIGRANT ALIENS are admitted to the U.S. for a temporary period of time and for a specific purpose, most often as tourists. There are different categories of non-immigrants and they are identified through letter/number symbols (such as "B-2"). Non-immigrants are also required to present evidence of their lawful status in the U.S. to officers of ICE. This will usually consist of a passport containing a visa and an Arrival/Departure Record (Form I-94 or CBP I-94A).

UNDOCUMENTED ALIENS are those who may have crossed the border illegally and/or been smuggled into the interior of the U.S. or those who have violated their non-immigrant status by accepting unauthorized employment, remaining longer than permitted or committing some other violation. Some of these aliens purchase counterfeit documents or assume another person's identity by using fraudulently obtained genuine documents. A UNITED STATES PASSPORT is a document issued by the Department of State to persons who have established citizenship in the United States by birth, derivation or naturalization. The primary purpose of the passport is to facilitate travel to foreign countries by establishing U.S. citizenship and acting as a vehicle to display any visas and/or entry/exit stamps that may be necessary.

Passports may also be used within the United States to establish citizenship, identity and employment eligibility.

Several different versions of the U.S. passport are currently valid and in circulation at this time. The most recent version, called the E-Passport, contains an electronic chip in the back cover. These passports can be identified by the chip logo on the front cover.









The Emergency Passport booklet looks similar to the E-Passport, but it does not contain a chip and is only issued for a limited period of validity.

The Secretary of State of the United States of Ame The Servetary of State of the United State by requests all a bom it may concern to periods to United States named beetin to pass without and its case of need to give all lawful aid a tests all whom it may concern to permit the citi and of the United States named berein to pass it delay or bindrance and in case of need to give all lawful aid and protection. des Etats-Unis d'Amérique mér tauleri aduarités competencie ila taisser inter i de Bilas Omb, tsitularite da présent ti ni difficulté et, en cas de taute wide et protection lieitin SIGNATURE OF BEARER/SIGNATURE DU TITULAIRE IGNATURE OF BEARER SIGNATURE DU TITULAIRE FIRMA DEL TITULAR NOT VALID UNTIL SIGNED NOT VALID UNTIL SIGNED ANTIRIA SCIERTY HYDORAN PAN RARANDCRARANCE CHARACTERISTICS POT 123456784 P USA O'PUBLIC TRAVELER TONI-L. HAPPY 06 MAR/MAR: 47 16 Sep 1966 het M NEW JERSEY, U.S.A. 01 OCT/OCT 92 06 AUG/AUG 47 16 N PASSPORT AGENCY 15 Nov 2001 DYNAK INC. ROCHESTER OX 6 See Page 24 P<USAO<PUBLIC<<TONI<L<<<<<<<<<<<< 12345678A8USA4703066F4708061100168521<<<<<40 1500000035USA5609165M0811150<<<<<<<<

Older versions of the U.S. passport remain valid until the expiration dates printed in the passport booklet.

The current version of the **CERTIFICATE OF NATURALIZATION**, now issued by U.S. Citizenship and Immigration Services (USCIS), is similar to the previous version issued by the Immigration and Naturalization Service. It contains a gold embossed Great Seal of the United States in the top center portion. The watermark design, visible when the document is held up to a strong light, contains the emblem of the Department of Homeland Security (DHS).



DHS watermark

Older versions of the certificate of naturalization continue to serve as valid evidence of U.S. citizenship. The last version issued by the INS was similar to the current DHS certificate. It too bore a gold embossed Great Seal of the United States in the top center portion. The watermark design contained the the Department of Justice seal and the letters "USA."



Department of Justice watermark

Earlier versions of the certificate had gray or beige background designs and did not contain the embossed seal. Original certificates of naturalization were printed on watermarked paper. Forms I-151 and I-551 are issued to aliens who have been granted permanent resident status in the United States. They retain this status while in this country. The bearer is required to have this card in his/ her possession at all times.

The first ALIEN REGISTRATION RECEIPT CARD, Form I-151, was introduced in 1946. Through 18 years of various revisions, it remained primarily green in color, causing it to become known as a "Green Card." This term is still used commonly, although the cards have not been green since 1959. The I-151 cards contained no expiration date and were only required to be renewed if the recipient was under the age of 14 at the time of issuance or if the card was lost or stolen. As of March 20, 1996, the Form I-151 is no longer acceptable as evidence of permanent residence.



Form I-151

The **RESIDENT ALIEN CARD**, Form I-551, was introduced in January 1977 and phased in over a period of time. In addition to the photograph, the I-551 contains the bearer's signature and fingerprint. As with the older I-151 cards, this version I-551 generally does not contain an expiration date.



33500 A NUM		11 23 ISS/T СК	663 5	L3 865 PARIT	
5533 PBD	474C	15 163	23 344		and the second
				94627	
	2	AMPLE	CARD		

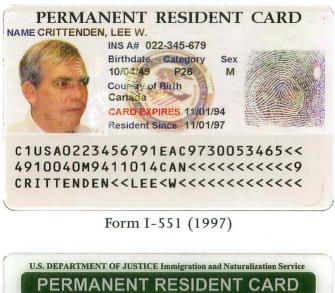
Form I-551 (1977)

The **RESIDENT ALIEN CARD**, Form I-551, was revised in August 1989. This version was the first Alien Registration Card to contain an expiration date on every card. These cards were usually valid for ten years from the date of issue. The expiration date indicates when the card expires and must be renewed. It does **NOT** indicate that the alien's status has expired. The card was modified in January 1992 when a white box was added behind the fingerprint.



Reverse

The **PERMANENT RESIDENT CARD**, Form I-551, was introduced in December 1997. Noticeable differences on the front of the card include a change of card title from **RESIDENT ALIEN CARD** to **PERMANENT RESIDENT CARD**, a three-line machine readable zone and the addition of a hologram.





Reverse

The optical memory stripe on the reverse contains encoded cardholder information as well as a personalized etching which depicts the bearer's photo, name, signature, date of birth, alien registration number, card expiration date and card number. The current version of the **PERMANENT RESIDENT CARD**, Form I-551, was introduced in November 2004. It retains many of the same features of the previous version while updating the design. The card now shows the DHS seal and contains a more detailed hologram on the front of the card.



Reverse

The optical memory stripe on the reverse retains the same features as the previous card version. The stripe contains encoded cardholder information on the card bearer. Each card is personalized with an etching showing the bearer's photo, name, signature, date of birth, alien registration number, card expiration date and card number. This **EMPLOYMENT AUTHORIZATION DOCUMENT**, Form I-688B, was introduced in November 1989 and issued to aliens who were granted permission to be employed in the U.S. for a specific period of time. The card was produced with a Polaroid process and had interlocking gold lines across the front.

00	IT OF JUSTICE Immigration and Naturalization Servic Name
A000000000	WOTTON, SARA J.
XX	Signature J. Wotton
and the	Valid from Expires DOB
1 Part	11/09/90 02/08/91 09/23/
A Star	H Provision of Law
RR	H 274A.12(A) (06) T Terms & Conditions:
AT Call	M NONE

Form I-688B

In January 1997, INS began issuing a new EMPLOYMENT AUTHORIZATION CARD, Form I-766. The front of the card bore the photograph, fingerprint and signature of the bearer. The reverse contained a standard bar code, magnetic strip and a twodimensional bar code which contains unique card, biographic and biometric data.



Form I-766 (1997)

The EMPLOYMENT AUTHORIZATION CARD, Form I-766 was updated in May 2004. It incorporated the DHS seal but is otherwise similar to the previous version, with a photograph, fingerprint and signature of the bearer beneath a holograph film. The reverse side displays a standard bar code, magnetic strip and a two-dimensional bar code containing encoded data. The card was revised again in August 2004, using a full frontal face photograph instead of the three quarter face position. The reverse continues to bear the revision date of 05-2004.



## Form I-766 (2004)



Reverse

The U.S. TRAVEL DOCUMENT is a multipurpose booklet. Notations above the bearer's image allow identification of the type of document. When issued as a Permit to Re-Enter Form I-327, it allows the bearer, a permanent resident, to leave and re-enter the United States during its two-year period of validity. It can also be issued as a Refugee Travel Document Form I-571 to people who have been recognized as refugees or asylees in the United States. Both versions contain digitized images of the bearer and pages for visas and entry/ exit stamps.



Form I-327 (prior to February 2007)

based by U.S. Citizenship and biomigration Services



Form I-571 (prior to February 2007)

The current version of the **TRAVEL DOCUMENT** booklet was introduced in February 2007. The revised booklet has a darker cover and a new design for the internal pages. The booklet may be issued as either a Permit to Re-Enter or a Refugee Travel Document.



Form I-571 (2007)

There are four types of NON-IMMIGRANT VISAS. The nonmachine readable visa is printed with a multicolored ribbon while the machine readable visas are stickers which are applied to the passport page. Visas are used for entry purposes and must be valid on the date of entry into the U.S. It is not necessary for the visa to be valid after entry.









The U.S. Department of State introduced this version of the **BORDER CROSSING CARD**, Form DSP-150, in May 1998. The front of the card has a three-line machine readable zone and a hologram. Bearers of this card are not entitled to live or work in the United States.



Form DSP-150 (1998)



Reverse

The optical memory stripe contains encoded cardholder information as well as a personalized etching which depicts the bearer's photo, name, date of birth and card expiration date. When an alien has been granted admission into the U.S. by a U.S. Customs and Border Protection (CBP) Officer at an authorized Port of Entry, he/she will be issued an **ARRIVAL/DEPARTURE RECORD**, Form I-94, the bottom portion of which is stapled to a page in the alien's passport. This document shows how long the bearer may remain in the U.S. and the terms of admission. The I-94, not the non-immigrant visa, serves as evidence of legal status.

Departure Number	OMB No. 1651-0111
P5PP33153 15	JUN 2 5 2006 93
I-94 Departure Record	Unbi
14. Family Name	Apríl 23, 2003
S <sub>I</sub> A <sub>I</sub> M <sub>I</sub> P <sub>I</sub> L <sub>I</sub> E <sub>1</sub> 15. First (Given) Name J <sub>I</sub> A <sub>I</sub> N <sub>I</sub> E <sub>1</sub> 17. Country of Citizenship N <sub>I</sub> E <sub>1</sub> W <sub>1</sub> Z <sub>I</sub> E <sub>1</sub> A <sub>1</sub> L <sub>I</sub> A <sub>N</sub>	16. Birth Date (Day/MorYr) 11. 2, 3, 0, 3, 6, 8
See Other Side	CBP Form I-94 (10/04) STAPLE HERE

Form I-94

Nationals of some countries can enter the United States without a visa under the Visa Waiver Program. They are given a green I-94W and permitted to remain in the United States up to 90 days.

Departure Number	OMB No. 1651-0113
695349308 12	ATL ATL
DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection VISA WAIVER	JUN 2 5 2006
14. Family Name SIAIMIPILIE	Sept. 24, 2006*
15. First (Given) Name J   O   H   N	16. Birth Date (day/mo/yr) 1 9 0 7 7 2
UNITEDIKINGDQI	Мітті
	CBP Form I-94W (10/04)
See Other Side	Staple Here

Form I-94W

USCIS can extend a period of admission or change a non-immigrant status after an I-94 has been issued. The approval for an extension or change of status is shown on an I-797A Approval Notice.

A THE CONTOUR	d states de ameerica	
LIN-06-1 -5	CANTUR 1519	
LIN-06-1221-5 MP	APPLICATION TO EXTEND/CHANGE NONIMMIGRANT STATUS	
May 12, 2006	K K	
July 24, 2006 1 of 1	MANAGERY	
E K	K Jotica Type: Approval Notice	
tere adapted adapted	Class: B2	
CHICAGO IL	Valid from 05/20/2006 to 11/19/2006	
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Form I-797A

The lower portion of the form replaces the original I-94, but it does not require any endorsing stamp.

	17. Country of Citizenship POLAND	12/11/11
CHICAGO IL	15. First (Given) Name E	16. Date of Bin
PETITIONER: K	14. Family Name K	L.M. C. C. C. C.
VALID FROM 65/20/2006 UNTIL	11/19/2006   Departure Record   H	Petitioner:
CLASS B2	I-94	
NAME KENNER, MARKEN AND AND AND AND AND AND AND AND AND AN	Naturalization Service	
Receipt # LIN-06-1 -5	Receipt Number LIN-06 Immigration and	-1 -5
Detach This Half for Personal Records	051 12	

**IMMIGRANT VISAS** are used by people coming to live in the United States. Older versions of the immigrant visa were collected at the time of initial entry. An ADIT stamp impression served as evidence of permanent residence until the immigrant's residence card was processed.

In 2003 the Department of State began to issue immigrant visas on the same foils used for non-immigrant visas. These foils remain in the bearer's passport after entry. Initial versions were endorsed with an ADIT stamp.

ART	HODSON Given Name	1111		18 A
ald have been it	SALE OF THE PARTY OF THE REAL PROPERTY OF THE PROPERTY OF THE REAL PROPE	Gender	55478452 IV Category	
1.2 "	GREGORY CHARL Birth Date 03MAR1958	ES M Birthplace Nationality GRBR GRBR	E21 Marital Status MAR	
	Passport Number 799977215 Annotation * *	IV Issue Date 12SEP2002	IV Expires On 11MAR2003	6992
		S & Cons	00000000	1-1

Later versions contain the endorsement printed directly onto the visa foil. The validity begins on the date the person enters the United States.



Some immigrants may have an impression of an ADIT stamp as proof of permanent residence without an immigrant visa. This stamp serves as evidence of immigrant status until the bearer receives a Permanent Resident Card.

Lucin Tenn Upon endorsement, serves as temporary I-551 evidencing permanent residency for one year. Isoue Date July 10, 2007 Officer CAL 110 EMPLOYMENT AUTHORIZET 06999 A-12 345 678 IR-1

The current USCIS stamp is shown above. ADIT stamps in other formats may also be encountered. Similar stamp impressions are used to demonstrate refugee or asylum status. Although SOCIAL SECURITY CARDS are not immigration documents, they are mentioned here because they are often used as identification and to establish employment authorization.

Social Security cards have been issued since 1936 and have been revised more than 20 times. Originally, the Social Security card contained the seal of the Department of Health, Education, and Welfare. In May 1980, the seal changed to that of the Department of Health and Human Services. In April 1995 the seal was changed again to that of the Social Security Administration. Some counterfeiters have failed to notice these changes.

In October 1983, security features were added to the card. All Social Security cards issued since October 1983 have been printed with raised (intaglio) printing and the signature line consists of microline printing of the words **"SOCIAL SECURITY ADMINISTRATION"** in a repeating pattern.



This card belongs to the Social Security Administration and you must return it if we all for it.

If you find a card that isn't yours, please return it to: Social Security Administration

P.O. Box 33008, Baltimore, MD 21290-3008

For any other, Spcial Security business/information, contact your local Social Security office. If you write to the above address for any business other than returning a found card you will not receive a response.

Social Security Administration Form SSA-3000 (11-2006)

22220



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For government requests, please use Form CBP-3039. All other requests should use Form CBP-262. Links for these forms may be found in the Forensic Document Laboratory fact sheet posted on ICE's Web site:

www.ice.gov



U.S. Immigration and Customs Enforcement

Form M-396 4/2008