

# LISTS OF ACCEPTABLE DOCUMENTS FOR PAYROLL PROCESSING

Note: Applicant must present original documents. **They must have one document from List A or List B and one document from List C.**

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Eligibility  | LIST B<br>Documents that Establish<br>Identity  | LIST C<br>Documents that Establish<br>Employment Eligibility   |
|--|---|--|
| <ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.</li> <li>3. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551).</li> <li>4. Unexpired Temporary Resident Card (INS Form I-688).</li> <li>5. Unexpired Employment Authorization Card (INS Form I-688A)</li> <li>6. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record.</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority.</li> <li>10. School record or report card.</li> <li>11. Clinic, doctor, or hospital record.</li> <li>12. Day-care or nursery school record</li> </ol> | <ol style="list-style-type: none"> <li>1. U.S. social security card issued by the Social Security Administration (other than card stating it is not valid for employment)</li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>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.</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (INS Form I-197)</li> <li>6. ID Card for use of Resident Citizen in the United States (INS Form I-179)</li> <li>7. Unexpired employment authorization document issued by the INS (other than those listed under List A)</li> </ol> |
| OR   | AND   |  |