

On your first day of employment at Fermilab, we must complete an I-9 Form for you. We also will submit the information from the I-9 to E-Verify electronically. When you arrive at Fermilab for your New Hire Orientation, you MUST BRING original documentation acceptable for I-9 and E-Verify purposes. The Chart below outlines what is acceptable documentation. Photocopies are not sufficient.

Background

Document Lists

I-9 and E-Verify Procedure during New Hire Orientation

Background

It is a requirement of U.S. law that all employers verify the identity and work authorization of every employee in the U.S., regardless of citizenship. The Immigration Reform and Control Act of 1986 (IRCA) created this obligation. The "I-9" Employment Eligibility Verification Form is the government form used for this. More information about I-9s can be found on the US Citizenship and Immigration website at www.uscis.gov at "I-9 Central" or

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=84c267ee5cb38210VgnVCM100000082ca60aRCRD&vgnnextchannel=84c267ee5cb38210VgnVCM10000082ca60aRCRD>.

E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify compares information from an employee's I-9 Form to the data in U.S. government records. As a Federal Contractor, Fermi Research Alliance, LLC (which operates Fermilab) is required to participate in E-Verify. More information about E-Verify can be found on the USCIS website at www.uscis.gov at

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM100004718190aRCRD>.

Document Lists

The law requires each person present:

EITHER one item from **LIST A** **OR** an item from both **LIST B** plus **LIST C**

You do not need to present a item from all three lists!

List A	List B	List C
http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=30341921c6898210VgnVCM10000082ca60aRCRD&vgnextchannel=30341921c6898210VgnVCM10000082ca60aRCRD	http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=d1741921c6898210VgnVCM10000082ca60aRCRD&vgnextchannel=d1741921c6898210VgnVCM10000082ca60aRCRD	http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=27c41921c6898210VgnVCM10000082ca60aRCRD&vgnextchannel=27c41921c6898210VgnVCM10000082ca60aRCRD
	Because FRA is required to participate in E-Verify, we may accept only those List B documents that contain a photograph.	
U.S. Passport or U.S. Passport Card	Driver's license or identification (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)	U.S. Social Security Account card that is unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document: NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	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)	Native American tribal document
Unexpired foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)	School ID card with a photograph	U.S. Citizen ID Card (Form I-197)
Unexpired Employment Authorization Document (Card) that contains a photograph (Form I-766)	Military dependent's ID card with photograph	Identification Card for Use of Resident Citizen in the United States (Form I-179)
Unexpired foreign passport plus Form I-94 or I-94A, PLUS : <ul style="list-style-type: none"> • O-1, H-1B, TN, E-3; Form I-797 Approval or Extension Receipt • F-1; Form I-20 with CPT annotation or EAD • J-1; DS-2019 	U.S.Coast Guard Merchant Mariners Document (MMD) Card with photograph	Employment authorization document issued by DHS, other than the Form I-766 (which is a LIST A document)
Unexpired Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A showing nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	Driver's license issued by a Canadian government authority	Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
Unexpired foreign passport with special documents issued by the Commonwealth of Northern Mariana Islands (CNMI). (Please see the Handbook for Employers.)		Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
		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

I-9 and E-Verify Procedure during New Hire Orientation

Every employee hired after November 6, 1986 must complete Section 1 of the I-9 form on or before the “date of hire”(the first day for which the employee will be paid).

- Most employees will be emailed a login and password for Fermilab’s electronic I-9 system, called Guardian, which is at www.perfectcompliance.com. If you do not receive a login and password within 1 week of your New Hire Orientation, please email your recruiter.
- Note: non-US citizens hired from abroad do not receive Guardian passwords and logins.

The new employee must present certain original documentation within three days of starting work (if your first day of work is Monday, then you must present these original documents by the close of business on Wednesday). Photocopies or other facsimiles of these documents are not acceptable. The employer then completes Section 2 of the I-9 Form using those original documents.

- In general, Fermilab requires I-9s to be completed on the day of hire.
- Failure to provide the necessary documentation by the end of your third day of employment will require us to place you in a leave of absence without pay until appropriate documentation is produced to complete the I-9 Form.

If the information matches, E-Verify “confirms” that the individual is eligible to be employed. Mismatches of data result in “tentative nonconfirmation” that the employer and employee must resolve. Usually, this involves the employee correcting the government data (such as correcting a name change or typographical error in government records). The employee may remain “employed” during resolution of a tentative nonconfirmation and, in accordance with US law, will be paid for time spent in coordinating the resolution (such as traveling to Social Security Administration or USCIS offices to correct government errors).