

IMPORTANT NOTICE TO EMPLOYEES

Completing an Employment Eligibility Verification Form (I-9 Form)

The Immigration Reform and Control Act of 1986 (IRCA) **requires** all new and rehired employees to establish eligibility for employment in the United States. **Princeton University cannot pay you or allow you to work until this verification process has been completed.** Please note that **non-U.S. citizens must have employment authorization covering their entire Princeton University appointment period in order to be able to work and be paid for the full appointment.** You must fill out an Employment Eligibility Verification form (I-9 form) at the time of hire.

- **Citizens of the United States should bring to the Office of Human Resources, 1 New South Building, the original documents which establish your identity and authorization to work.**
- **Non-citizens of the United States must bring these documents to the Payroll Office, 5 New South Building.**

If you cannot be on campus on the start date of your appointment or if you have any questions, please contact the individuals as noted below:

	Contact Dept	Contact Person	Phone	Email	Hours
U.S. Citizens	Library Human Resources	Jasmin Kotwal Tracie Emanuel	609-258-2810 609-258-3191	jkotwal@princeton.edu temanuel@princeton.edu	8:45 am – 5:00 pm
Non-U.S. Citizens	Payroll 5 New South	Diana Miles	609-258-3426	dmmiles@princeton.edu	9:15 am – 12:30 pm

You will need either

- **one document from Group A, OR**
- **one document from Group B and one document from Group C.**

I. One Document Needed - Establishes both Identity and Employment Eligibility

Group A

- U.S. Passport (Unexpired or expired)
- Unexpired foreign passport, *with I-551 stamp or attached INS Form I-94* indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (*INS Form I-551*)
- Unexpired Temporary Resident Card (*INS Form I-688*)
- Unexpired Employment Authorization Card (*INS Form I-688A*)
- Unexpired Employment Authorization document issued by INS which contains a photograph (*INS Form I-688B or Form I-766*)

(over)

II. Two Documents Needed - One from Group B and one from Group C

Group B

Establishes identity only:

- 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.
- ID card issued by federal, state or local government agencies, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- School ID card with photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal documents
- Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above or on reverse side:
 - School record or report card
 - Clinic, doctor, or hospital record
 - Day care or nursery school record

Group C

Establishes Employment Eligibility only:

- U.S. Social Security card, issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
- Certificate of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
- Original copy 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
- Native American tribal document
- U.S. Citizen ID Card (*INS Form I-197*)
- ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
- Unexpired employment authorization document issued by the INS (*other than those listed under Group A*)

We request that non-U.S. citizens also provide the following additional documents so that the Payroll Office can determine your residency and tax status:

J-1 Visa Holders - A valid passport, I-94 card, and IAP-66 form

F-1 Visa Holders - A valid passport, I-94 card, and Employment Authorization Card (INS photo ID) or an Employment Authorization letter from Dean Joy Montero

H-1 Visa Holders - A valid passport, I-94 card, and H-1 approval notice

TN Visa Holders - A valid passport and I-94 card

Permanent Residents - Resident Alien "green" card or passport with I-551 stamp if green card has not yet been received