

List of Acceptable Documents
Verifying United States Citizenship
Or
Verifying Legal Presence

Submit one of the following documents to establish identity

- ✓ Photocopy or Certified copy of a Birth Certificate issued by a state, county, municipal authority or outlying possession of the United States provided it contains an official seal
- ✓ Unexpired or expired U.S. Passport
- ✓ Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- ✓ U.S. Certificate of Naturalization (INS Form N-550 or N-570)
- ✓ U.S. Citizen Identification card (I-179, I-197)
- ✓ ID Card for use of Resident Citizen in the United States (INS Form I-179)
- ✓ Employment Eligibility Verification (I-9 Form)
- ✓ Resident Alien Card, Permanent Resident Card (I-551) unexpired or expired for no more than one year.
- ✓ U.S. Government issued Certified Birth Certificate
- ✓ U.S. Certificate of Birth Abroad
- ✓ Report of Birth Abroad of a Citizen of the U.S.
- ✓ Unexpired Re-entry Permit (I-327)
- ✓ Unexpired Temporary Resident Card (I-688)
- ✓ Unexpired Conditional Resident Alien Card (I-551)

Or two of the following documents to establish identity

- ✓ 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
- ✓ ID card issued by federal, state or local government agencies or entities provided it contains a photograph and information such as name, date of birth, sex, height, eye color, and address
- ✓ U.S. Military card or draft record
- ✓ U.S. Social Security card issued by the Social Security Administration

* **Note to Compliance Agents Only:** Copies of the documentation submitted to DCJS to verify legal presence, must be maintained in the employee's file as required by the current regulations.