

Department of
Education**STUDENT I-9 EMPLOYMENT****VERIFICATION****Documentation Checklist***Updated September 15, 2022*

Students must complete the I-9 Employment Verification Process BEFORE they can start to work in an internship. Please use this checklist to make sure you have all the information required for your Verification Session. You need to provide proof of ID, work authorization AND your working papers (if you are under 18).

ALL DOCUMENTS MUST BE **CURRENT AND ORIGINAL** ***NO COPIES WILL BE ACCEPTED.***

PLEASE NOTE: VERIFICATION DOES NOT EQUAL OR GUARANTEE EMPLOYMENT

CHECK THE DOCUMENTS YOU MUST SHOW FOR VERIFICATION:

Documents for PHOTO IDENTIFICATION (ID) (MUST Bring One)

- U.S. Passport or U.S. Passport Card**
- Permanent Resident Card or Alien Registration Receipt Card**
- Employment Authorization Document Card**
- School ID Card
- NYS Driver's License/Learner's Permit/Identification Card

Documents for WORK AUTHORIZATION (Must Bring One)

- U.S. Passport or U.S. Passport Card**
- Permanent Resident Card or Alien Registration Receipt Card**
- Employment Authorization Document Card**
- Original U.S. Birth Certificate
- Social Security Card

WORKING PAPERS (Must Bring One)

- Blue Card- 14-15 year olds
- Green Card 16-17 year olds

** = This covers both Photo ID *and* Work Authorization