DOCUMENTS AND INFORMATION
TO BRING WITH YOU ON YOUR FIRST DAY OF EMPLOYMENT

The following is a listing of documents and/or information that will be required to complete forms for Human Resources, Payroll, Retirement and Insurance(s) purposes. Please bring this information to your initial "sign up". Please call our office if you have any questions regarding these documents.

Original Documents Necessary to Process Paychecks

- **Signed** Social Security Card
- Current Driver's License, valid photo ID and/or birth certificate

Documents Necessary for Employment Eligibility Verification

See List of Acceptable Documents on reverse side:

- Choose any List A document

  or
- A combination of List B **and** List C documents

Retirement and Life Insurance

- DD214 - Military Discharge Papers (if applicable)
- Beneficiaries: Names and Address(s)
  Date(s) of Birth
  Social Security Number(s)

Health Insurance for Dependents

- Spouse – Marriage Certificate
- Party to a Civil Union – Civil Union Certificate
- Dependent Child up to age 26
  - Employee is birth parent – dependent birth certificate & social security card
  - Employee is legal Guardian – documentation of Legal Guardianship & dependent social security card
  - Employee is adoptive parent – Adoption decree or dependent birth certificate and social security card
  - Employee is Step Parent – dependent birth certificate and social security card and marriage certificate (if different last name)

Previous State Employment

- Agency Name
- Dates of Employment

Direct Deposit (optional)

- Voided Check

EMT Certification Card (if applicable)
Pistol Permit (if applicable)
Educational Credentials:

- Degree or Transcript
- Certificate(s)

For Employees transferring or returning to State Service: Pay Stub (if available)

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		**For persons under age 18 who are unable to present a document listed above:**		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.