

# IN PERSON - I-9 VERIFICATION

## FEBRUARY 17TH

### 9 AM - ROOM B40

**You must complete the I-9 Employment Verification Process BEFORE you 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 .

#### 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

