If you are employed on campus, including in a work study job or doing research for a faculty member, federal law requires that you complete a Form I-9 and present documents that verify your identity and employment eligibility. This is required of every employee regardless of your citizenship. If the Form I-9 is not completed, you cannot legally work at Brown. In addition, Brown participates in the federal E-Verify program to verify the employment authorization of our employees.

If you expect to work at Brown you must come to Human Resources before your first day of work and bring documents specified as acceptable by the Department of Homeland Security (listed below). Bear in mind that photocopies or faxes are not acceptable. You must provide the original unexpired documents within three days of your first day of work or you will not be legally employed and therefore cannot work.

Once you have completed the Form I-9 process, you will not have to do it again next year or the year after, unless your student status at Brown changes.

### All I-9 Documents Must Be Unexpired

**YOU NEED JUST ONE OF THESE**

- U. S. Passport or U. S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document containing a photograph (Form I-766)
- For nonimmigrant aliens 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
- 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

**OR TWO OF THESE (one from EACH column)**

- 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 or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Marine Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

**documents that establish identity**

**documents that establish employment eligibility**

- 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
- Certification of Birth Abroad issued by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by Department of Homeland Security