Important Notice

The Immigration Reform and Control Act (IRCA) of 1986 require verification of the identity and employment eligibility of all individuals (including U.S. citizens) hired on or after November 6, 1986.

As a condition of appointment, documents listed below AND a COPY of the offer letter must be presented to the Payroll Office, Del Norte Hall, Room 3006, within ONE (1) day of employment date.

If you cannot present the appropriate documentation, you are required, by law, to present a receipt within three days of your hire date showing you have applied for the necessary document(s). You will then have 21 days from your hire date to present the actual document(s).

DOCUMENTS REQUIRED

Please come prepared to present ONE document from the following list of documents which establish both identity and employment eligibility:

- United States Passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with attached Employment Authorization
- Alien Registration Card with Photograph

OR

ONE document from the following list of documents which establish identity:

- A State-issued driver’s license OR I.D. card with photograph
- U.S. Military Card

AND

ONE document from the following list of documents which establish employment eligibility:

- Original Social Security Card
- A birth certificate bearing a seal or other certification
- Unexpired INS Employment Authorization

Photocopies are unacceptable. If you anticipate any difficulties in presenting documentation within the timelines cited above or have any questions concerning this law, please call the Payroll Office at 278-6211 immediately for assistance.

Updated: Oct 2016