

Documents for Employment Eligibility Verification Requirements

United States Citizens

Provide proof of the prospective employee's United States Citizenship via either:

- a. a photocopy of an original or certified copy of birth certificate bearing an official seal; **or**
- b. a color copy of United States Passport or Passport Card; **or**
- c. a photocopy of naturalization certificate; **or**
- d. a photocopy of a certificate of citizenship.

Non-U.S. Citizens

Provide a signed affidavit by the prospective employee attesting that he/she satisfies any **one** of the following categories:

- e. The prospective employee is a lawfully admitted permanent resident **and** is seeking citizenship within the timing requirements of 8 U.S.C. § 1324b(a)(3)(B). Under this option, a prospective employee must attach to the affidavit proof of lawful permanent residency;
- f. The prospective employee has been admitted as a refugee under 8 U.S.C. § 1157, and has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible. Under this option, a prospective employee must attach to the affidavit proof of admission as a refugee;
- g. The prospective employee has been granted asylum under 8 U.S.C. § 1158, and intends to become a lawful permanent resident and then a citizen when eligible. Under this option, a prospective employee must attach to the affidavit proof of the grant of asylum; or
- h. The prospective employee is a person who owes allegiance to the United States. A person who owes allegiance to the United States is generally defined as one who is a national of American Samoa, the Swains Island, or the Northern Mariana Islands, and nationals who meet other requirements described in 8 U.S.C. §1408.