

I-9 FAQ

What IDs can I bring?

Please review the last page of [Form I-9](#) for a list of acceptable documents from list A, B and C. An official document acceptable from List C includes an official *Social Security Card Receipt* obtained from the Social Security Administrations Office.

Which documents are most frequently used to complete the I-9?

U.S. Citizenship and Immigration Services has provided lists (A, B, and C) of the various [acceptable documents](#). You may present any one document from List A for examination, but the most commonly used is a U.S. Passport. If you do not have a passport (or any other document from list A) you will need to present two documents, one each from Lists B and C. The most commonly used documents in this scenario are, from List B, a Driver's License plus from List C, a Social Security Card or a Birth Certificate.

Employees who have not yet received their Social Security card but are in possession of an official receipt from the SSA confirming their application for a SSN and who can satisfy Form I-9 requirements may work while awaiting their Social Security card.

What is the difference between list A, B and C documents?

List A documents establish both identity and eligibility for employment. List B documents establish only identity, and List C documents establish only employment eligibility--so one each from List B and List C is required if a List A document is not presented.

When do I need to bring my IDs?

You must present your original IDs to the Office of Human Resources as soon as your new hire paperwork has been completed but no later than the 3rd business day after your start date. Copies, photos, laminated documents, or expired IDs are not acceptable.

Will just my school ID and driver's license work?

No. These IDs only evidence identity, but they do not evidence employment authorization in the United States. A photo ID in List B must be accompanied by a List C document.

Can I bring my passport only?

Yes. Any item in List A will suffice on its own as acceptable documentation.

Do returning student employees need to show IDs?

Not usually. If there has been an extended break in your employment (besides summer and winter breaks), please contact hr@centenary.edu to make sure.

I am a nonresident alien. What do I need to bring?

If you bring your foreign passport, you will also need to present Form I-94 and DS-2019. While you do not need to bring your social security card, you must apply for a social security number with the Social Security Administration and bring the official receipt from the SSA confirming your application for a SSN.

I do not have a List A or List C document. What should I do?

We strongly discourage parents from mailing List A or List C documents. Occasionally students will make a trip home to pick up their IDs, or a parent will make a trip to campus. This works out best around extended break periods.

Students may also apply for a social security card at the local Social Security Administration. The student/employee is then responsible for showing the actual social security card in person to the Office of Human Resources within 90 days of employment.

Please note -- An acceptable document from List C is an official Social Security Card **Receipt** obtained from the Social Security Administrations Office. The document should only be requested when the student's social security card has been lost or stolen, or it is her/his first time receiving one.

The closest Social Security Administration office to our campus is located at 1240 S Pointe Pkwy, Shreveport, LA 71105. You may contact their office at 1-877-319-3074. Please confirm their hours before making a trip.

I am scheduled to begin work tomorrow, but I do not have my IDs. What should I do?

Unfortunately, we cannot work around the regulation. Please communicate your issue to your supervisor. Supervisors are aware of the regulation and are encouraged to make arrangements with you for a later start date.

How far in advance can the Form I-9 be completed?

The Form I-9 can be completed as soon as the job offer has been extended and accepted. Newly hired employees must complete and sign Section 1 of Form I-9 no later than their first day of employment. The last step is I-9 document verification which must be completed in the HR Office no later than the third business day after you start work.

What is the difference between list A, B, and C documents?

List A documents establish both identity and eligibility for employment. List B documents establish only identity, and List C documents establish only employment eligibility--so one each from List B and List C is required if a List A document is not presented.

Are photocopies of a document acceptable?

NO - Photocopies are not acceptable. Original documents must be presented. A **certified** copy of a birth certificate is acceptable.

Are expired documents acceptable?

No. Expired documents are not acceptable. The U.S. Citizenship and Immigration Services wants to ensure that documents presented for use in the I-9 form process are valid and reliably establish both identity and employment authorization status. Expired documents may not demonstrate a valid status and are prone to tampering and fraudulent use. Note that if a

document does not contain an expiration date, such as a Social Security card, it is considered to be unexpired.

Is a Social Security card that has been laminated acceptable?

No. Laminating Social Security cards makes them invalid. Metal or plastic reproductions are also not acceptable.

What kind of ink can be used to fill out an I-9 paper form?

The I-9 form may only be filled out in BLUE or BLACK ink. Pencils and other colors of ink are not accepted.

What happens if an error is made on the I-9 form?

Cross out the error on the I-9 form and then initial and date next to it. Alternatively, you may shred the form and start over.

I completed an I-9 with my employer this summer, do I have to complete another for the college?

Yes. Each employer must collect an I-9 from each new employee. If you haven't worked on campus previously, you will need to complete an I-9 when you become a staff member at Centenary College of Louisiana.

What if I do not complete the I-9 prior to the start of employment?

All employees must complete the I-9 form before they begin working.

What do I do if I have questions or need help when completing the I-9 form?

Centenary welcomes all questions. You may contact us via email at hr@centenary.edu, phone at 318-869-5191, or by visiting our office in Hamilton Hall, room 127. More information about the I-9 form is available on the U.S. Citizenship and Immigration Services website at <http://www.uscis.gov/i-9>.

If I do not have a Social Security Card or Number, what happens to my i-9 processing?

The College can complete an I-9 without the Employee's Social Security Number. However, the I-9 will be returned as a SSN Applied For with the status of "*The current I-9 is not eligible for verification through E-Verify*". This is because the E-Verify system requires the employee's SSN in order for the employee to be verified for employment.

The employee must provide the SSN to Human Resources within 90 days of their start date of work. If the SSN has not been received within this time, the employee **WILL** be terminated from Payroll.

Please contact the [Social Security Administration \(SSA\)](#) to apply for a Social Security Number. Please use the [Social Security Office Locator](#) to determine the most convenient SSA office location.