

## REQUIRED DOCUMENTS FOR NEW EMPLOYEES

The following list contains the documents that new employees are required to bring with them on their first day of employment with the University of Houston-Downtown.

### Lists of Required Documents

I. Parking	II. Payroll	III. ID Card
<i>Parking is available for faculty and staff in the Parking Garage.</i>	<i>New employees will be required to complete several payroll related forms.</i>	<i>Your ID card allows you access to the Student Life Center, provides you with discounts in the bookstore, and allows you the ability to check out books in our library.</i>
Vehicle information (i.e. make/model, year, license plate number)	To sign up for direct deposit you will need your financial institution's routing number and checking account number (It is not necessary to bring a voided check.)	Picture ID card
Driver's License	Social Security Card or verification from the Social Security Administration of Social Security Number	

### IV. I-9 Form

#### Employment Eligibility Verification (I-9) Lists of Acceptable Documents

LIST A	OR	LIST B	AND	LIST C
<b>Documents that establish both identity and employment authorization</b>		<b>Documents that establish identity</b>		<b>Documents that establish employment eligibility</b>
U.S. Passport or U.S. Passport card		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		A 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
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa		School ID card with a photograph		Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal

Employment Authorization Document that contains a photograph (Form I-776)		Voter's registration card		Native American tribal document
For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>1)</b> Foreign passport; and <b>2)</b> Form I-94 or Form I-94A that has the following: a) The same name as the passport; And b) 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.		U.S. Military card or draft record		U.S. Citizen ID Card (Form I-197)
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		Military dependent's ID card		Identification Card for Use of Resident Citizen in the United States (Form I-179)
		U.S. Coast Guard Merchant Mariner card		Employment authorization document issued by the Department of Homeland Security
		Native American tribal document		
		Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above</b>		
		School record or report card		
		Clinic, doctor, or hospital record		
		Day-care or nursery school record		