



Key to Infotype 0094 Coding

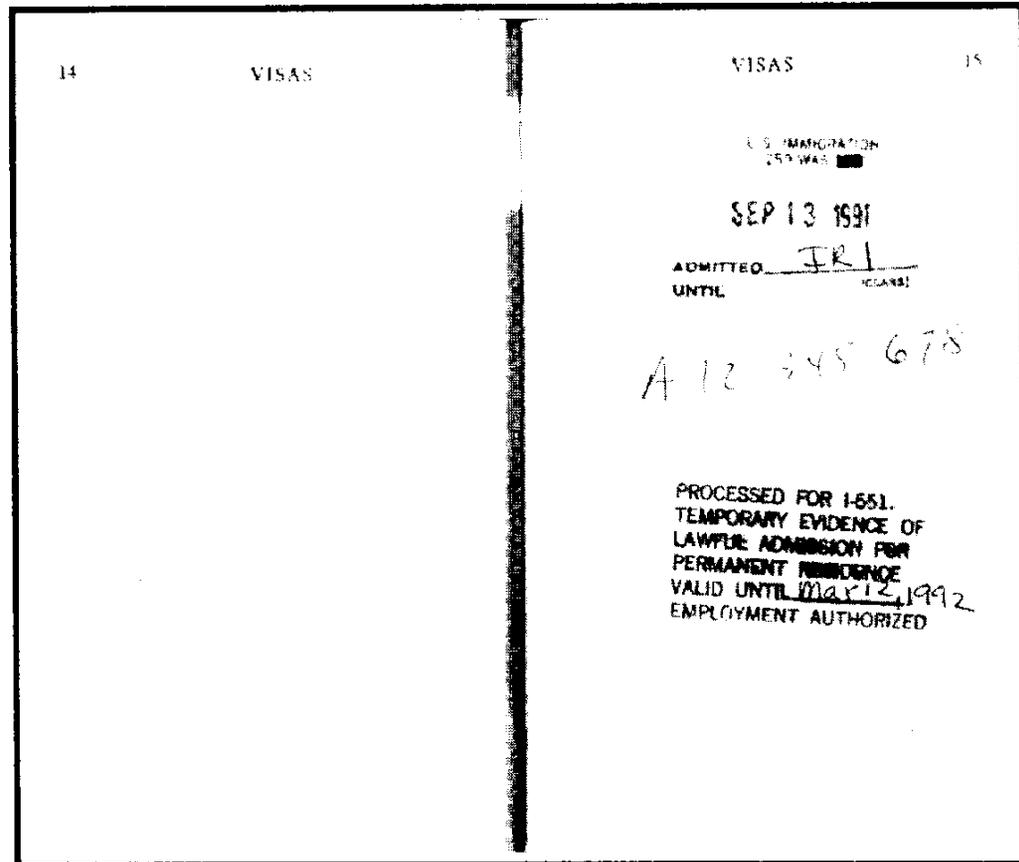
I-9 Terminology	SAP Terminology	Comments/Suggestions
	<i>Personal identification section</i>	
Section 1. Employee Information and Verification – 4th line: “I attest, under penalty of perjury, that I am (check one of the following):”	Residence status	Employee completes this checkbox; documentation in Section 2 must support chosen option.
A citizen or national of the United States	C Citizen	
A Lawful Permanent Resident (Alien #) A _____	N Non-Citizen	
An alien authorized to work until _____ (Alien # or Admission #) _____	A Non-resident alien	
Section 2. Employer Review and Verification –		
List A Document Title	ID type	
A1. U.S. Passport (unexpired or expired)	AA U.S. Passport	See image below
A2. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-551)	AE Alien Registration Receipt Cd.	Also known as a “green card;” see image below; photos may be up to 10 yrs old
A3. Unexpired foreign passport with a temporary I-551 stamp	AD Foreign Passport w/empl. auth.	See image below
A4. Unexpired Employment Authorization Document that contains a photograph (<i>Form I-766, I-688, I-688A, I-688B</i>)		
<i>Form I-766 or I-688B</i>	AJ Unexp. Employment Auth. Doc.	See note below
<i>Form I-688</i>	AF Unexp. Temporary Resident Card	See image below
<i>Form I-688A</i>	AG Unexp. Employment Auth. Card	See image below; card is renewed annually
A5. Unexpired foreign passport with an unexpired Arrival-Departure Record, <i>Form I-94</i> , bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer	AD Foreign Passport w/empl. auth.	See image below
List B Document Title		
B1. 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	BA U.S. Drivers License w/photo	State issued driver’s license.

B2.	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	BB	U.S. Identity Card w/photo	Examples: an ID card issued for those w/o a driver's license, a license to carry firearms, an employment id card from the U.S. government, a state government or a local government entity
B3.	School ID card with a photograph	BC	School ID w/photo	
B4.	Voter's registration card	BD	Voter's registration card	
B5.	U.S. Military card or draft record	BE	U.S. Military/Draft record	
B6.	Military dependent's ID card	BF	Military dependant's ID card	
B7.	U.S. Coast Guard Merchant Mariner Card	BG	U.S. Coast Guard/Merch.Mariner	
B8.	Native American tribal document	BH	Native American tribal docum.	
B9.	Driver's license issued by a Canadian government authority	BI	Canadian Drivers License	
B10.	School record or report card (persons under age 18 only)	BJ	School record/report card	Valid only when no other documentation available <u>and</u> only for persons under age 18.
B11.	Clinic, doctor or hospital record (persons under age 18 only)	BK	Clinic/Doctor/Hospital record	
B12.	Day-care or nursery school record (persons under age 18 only)	BL	Day care/nursery school record	
Issuing Authority		Issuing Authority		
			[Blank field]	Ex. The state in which a driver's license was issued.
Document #		ID number		
			[Blank field]	Ex. Driver's license number
[No Form I-9 equivalent]		Issuing date		
			[Blank field]	Use issue date on document; if none, use 01/01/2000.
Expiration Date (if any)		Validity end date		
			[Blank field]	Use expiration date on document; if none, use 01/01/9999.
Employment Verification section				
List C Document Title		Work permit		
C1.	U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)	CA	U.S. Social Security Card	
C2.	Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)	CB	Certificate of Birth Abroad	
C3.	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal	CC	Birth certificate	
C4.	Native American tribal document	CD	Native American tribal docum.	

C5.	U.S. Citizen ID Card (<i>Form I-197</i>)	CE	U.S. Citizens ID Card	
C6.	ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)	CF	Resident Citizen ID Card	
C7.	Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)	CG	Unexp. employment auth. docum.	
Issuing Authority		Issuing Authority		
			[Blank field]	
Work permit number		Document #		
			[Blank field]	
[No Form I-9 equivalent]		Issuing date		
			[Blank field]	Use issue date on document; if none, use 01/01/2000.
Expiration Date (<i>if any</i>)		Expiry of work perm.		
			[Blank field]	Use expiration date on document; if none, use 01/01/9999.

A3 or A5. Unexpired foreign passport which either:

- a) contains an unexpired stamp which reads, "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until _____. Employment authorized;" or



- Issuing agency: On the front cover, find the country who issued (in example above, United Kingdom).
- Document #: Printed throughout the document and typically on the cover and page with photo.
- Issue date: In the "Visas" section, the date the individual was admitted through U.S. Immigration (in example above, 09/13/91).
- Expiration date: In the "Visas" section, the "valid until" date (in example above, 3/12/92).

An expired foreign passport is not a valid document (List A). However, IES only will give a warning  to indicate the document is expired but the entry will be saved. IES will not require that you add a document under the Employment Verification section.

- b) has attached to it a Form I-94 bearing the same name as the passport and containing an employment authorization stamp so long as the period of endorsement has not yet expired (expiration date is on Form I-94), and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94.

I-94 Arrival/Departure Record

Arrival-departure record issued by INS to nonimmigrant aliens. An individual in possession of the departure portion of this document may be employed only if the document bears an “employment authorization” stamp. If the I-94 indicates that the individual is authorized with a specific employer by nonimmigrant class (i.e., A-1, A-2, A-3, C-2, C-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1A, H-1B, H-2A, H-2B, H-3, I, L-1, O-1, O-2, P-1, P-2, P-3, Q, NATO 1-7 and TC), then the individual cannot be hired for Commonwealth employment.

Departure Number	SAMPLE	
742832036 01	U.S. IMMIGRATION 250 WAS	
Immigration and Naturalization Service	SEP 13 1991	
I-94 Departure Record	ADMITTED <u>L-1</u>	(CLASS)
	UNTIL <u>July 10, 1993</u>	
14. Family Name	DOE	
15. First (Given) Name	JOHN	
16. Birth Date (Day-Mo-Yr)	16.04.62	
17. Country of Citizenship	U.K.	

- Issuing agency: On the front cover of the passport, find the country who issued (in example above, United Kingdom).
 Document #: Printed throughout the document and typically on the cover and page with photo.
 Issue date: On the I-94, the date the individual was admitted through U.S. Immigration (in example above, 09/13/91).
 Expiration date: On the I-94, the “admitted until” date, as long as employment is not authorized with a specific employer.

A4. Unexpired Temporary Resident Card (I-688)



Issuing agency:

INS

Document #:

Listed on the face of the card after the letter, "A"

Issue date:

May not contain an issue date; if none, use 01/01/2000

Expiration date:

Listed on the face of the card; however, check the back of the card for any expiration extension sticker(s) that would extend the expiration for 90 days to 1 year from the original expiration. The back of the card may have multiple stickers.

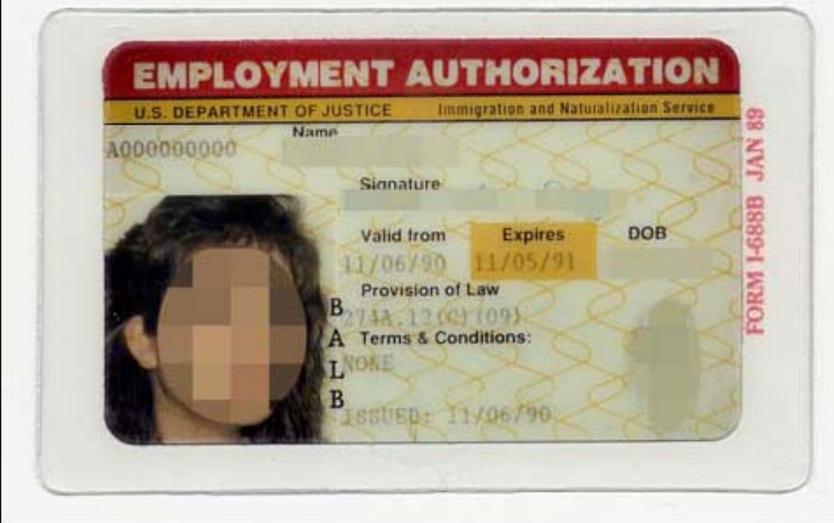
A4. Unexpired Employment Authorization Card (I-688A)



- Issuing agency: INS
- Document #: Listed on the face of the card after the letter, “A”
- Issue date: May not contain an issue date; if none, use 01/01/2000
- Expiration date: Listed on the face of the card; however, check the back of the card for any expiration extension sticker(s) that would extend the expiration for 90 days to 1 year from the original expiration. The back of the card may have multiple stickers.

A10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (*Form I-766*)
 Issued beginning in January 1997 and replaced Form I-688B. The card looks similar to Form I-688A above.

Issuing agency: DHS
 Document #: Etched into the face of the card, may be after the letter, "A"
 Issue date: Typically contains an issue date; however, if none, use 01/01/2000
 Expiration date: Listed on the face of the card



BA. Driver's license 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



Issuing agency: State or U.S. Government entity
Document #: On the face of the document
Issue date: Typically contains an issue date; however, if none, use 01/01/2000
Expiration date: Listed on the face of the card

BB. 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



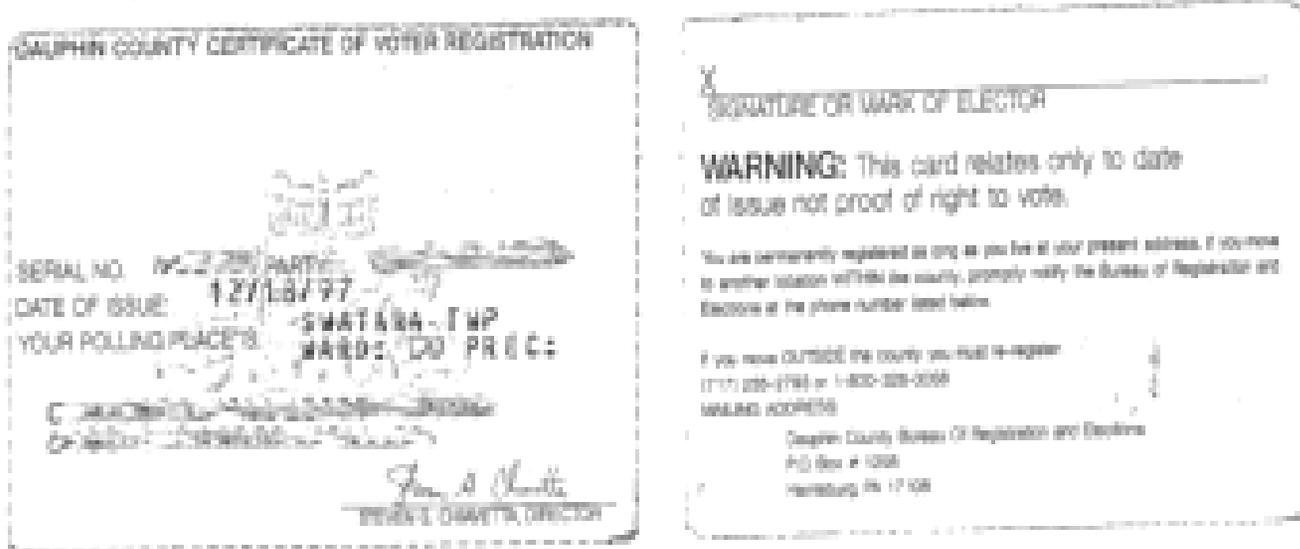
Issuing agency:	United States (federal), state or local government entity (face or back of document)
Document #:	On the face of the document
Issue date:	Typically contains an issue date; however, if none, use 01/01/2000
Expiration date:	Listed on the face of the card; if none, use 01/01/9999

BC. School ID card with a photograph



Issuing agency:	The name of the school
Document #:	Typically contains a student id number; if none, use 9999
Issue date:	If none, use 01/01/2000
Expiration date:	If none, use 01/01/9999

BD. Voter's registration card



Issuing agency:	County and state where person is registered to vote (may be evident on back on document)
Document #:	On the face of the document; may be listed as a Serial No. or Id No.
Issue date:	Typically contains an issue date; however, if none, use 01/01/2000
Expiration date:	Typically will not contain an expiration (see back of document); if none, use 01/01/9999

BE. U.S. Military card or draft record

Various forms of military cards and records exist .

Issuing agency: Branch of the U.S. Military
Document #: On the face of the document
Issue date: Typically contains an issue date;
however, if none, use 01/01/2000
Expiration date: May not contain an expiration; if
none, use 01/01/9999

BF. Military dependent's ID card

Issuing agency: Branch of the U.S. Military
Document #: On the face of the document
Issue date: Typically contains an issue date; however, if none, use 01/01/2000
Expiration date: May not contain an expiration; if none, use 01/01/9999

BG. U.S. Coast Guard Merchant Mariner Card



Issuing agency: U.S. Coast Guard
Document #: On the face of the document
Issue date: Typically contains an issue date; however, if none, use 01/01/2000
Expiration date: May not contain an expiration; if none, use 01/01/9999

BH. Native American tribal document

Issuing agency: On face of document
Document #: On the face of the document
Issue date: Typically contains an issue date; however, if none, use 01/01/2000
Expiration date: May not contain an expiration; if none, use 01/01/9999

BI. Driver's license issued by a Canadian government authority

Issuing agency: On face of document
Document #: On the face of the document
Issue date: Typically contains an issue date; however, if none, use 01/01/2000
Expiration date: May not contain an expiration; if none, use 01/01/9999

BJ. School record or report card (persons under age 18 only)

Issuing agency: Name of school
Document #: If none on face of the document, use 9999
Issue date: If none, use 01/01/2000
Expiration date: May not contain an expiration; if none, use 01/01/9999

BK. Clinic, doctor or hospital record (persons under age 18 only)

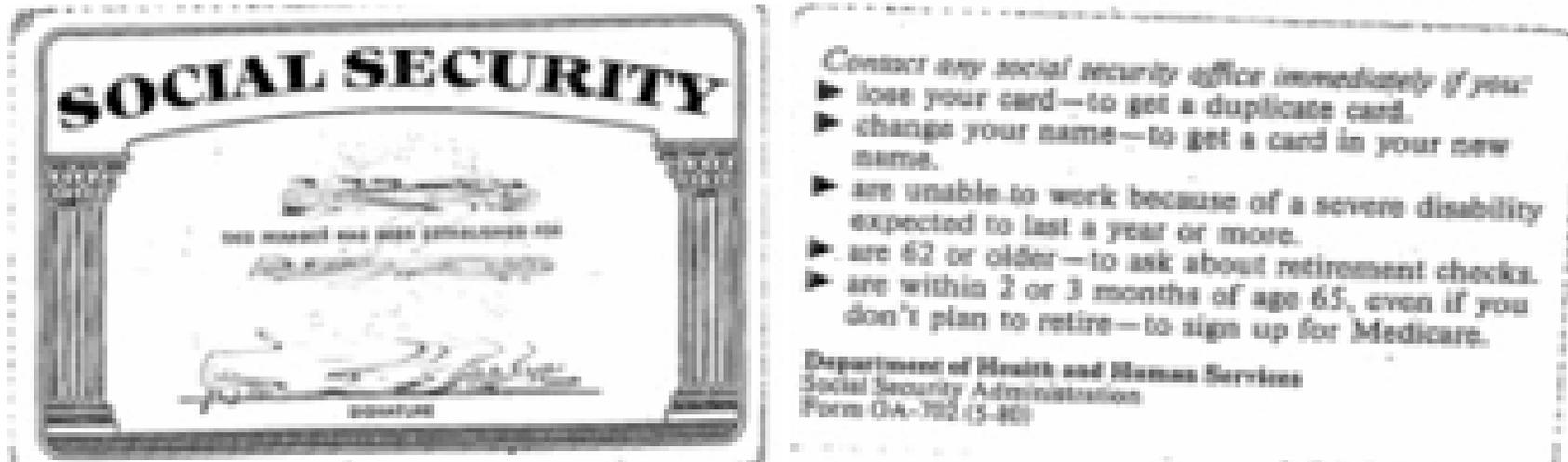
Issuing agency: Name of doctor, doctor's practice, clinic or hospital
Document #: If none on face of the document, use 9999
Issue date: If none, use 01/01/2000
Expiration date: If none, use 01/01/9999

BL. Day-care or nursery school record (persons under age 18 only)

Issuing agency: Name of day-care or nursery school
Document #: If none on face of the document, use 9999
Issue date: If none, use 01/01/2000
Expiration date: If none, use 01/01/9999

CA. U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)

The Social Security Card has undergone several revisions but generally all cards look somewhat similar (revision date is in the lower left corner on the back of the card). Thousands of combinations of numbers exist for valid Social Security numbers; however, any Social Security number with the first digit of 8, 9 or 0 is invalid.



Issuing agency: Social Security Administration
Document #: Social Security Number
Issue date: Typically does not contain an issue date; if none, use 01/01/2000
Expiration date: Typically does not contain an expiration date; if none, use 01/01/9999

CB. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)



Issuing agency: Social Security Administration
Document #: Social Security Number
Issue date: Typically does not contain an issue date; if none, use 01/01/2000
Expiration date: Typically does not contain an expiration date; if none, use 01/01/9999

- CC. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

BIRTH CARD CERTIFICATION
KENTUCKY DEPARTMENT FOR HEALTH SERVICES
 REGISTRAR OF VITAL STATISTICS

BIRTH NUMBER **116-60-29839-26**

NAME **OMAR L. GREENMAN**

BIRTHDATE **6-11-1926** SEX **MALE**

BIRTHPLACE **McCRACKEN COUNTY KENTUCKY**

RECORD FILED **6-17-1926** DATE ISSUED **10-11-83**

CARD NUMBER **0000**

SAMPLE *Omar L. Greenman*
 OMAR L. GREENMAN STATE REGISTRAR

THIS CERTIFICATION IS A TRUE ABSTRACT OF THE ORIGINAL BIRTH RECORD OF THE PERSON NAMED ON THE REVERSE SIDE, WHICH RECORD IS ON FILE WITH AND IN OFFICIAL CUSTODY OF THE STATE REGISTRAR OF VITAL STATISTICS AT FRANKFORT, KENTUCKY.

ISSUED UNDER AUTHORITY OF CHAPTER 213
 KENTUCKY REVISED STATUTES.

STATE OF MICHIGAN
 DEPARTMENT OF PUBLIC HEALTH

CERTIFICATE OF LIVE BIRTH

LF 000001

CF

STATE FILE NUMBER

4550138

CHILD NAME (FIRST)	LEE	(MIDDLE)	DOW	(LAST)
SEX	MALE	MARRIAGE STATUS (CHECK ONE)		DATE OF BIRTH
HOSPITAL NAME (IF NOT HOSPITAL GIVE STREET AND NUMBER)		CITY, VILLAGE, OR TOWNSHIP OF BIRTH		COUNTY OF BIRTH
I CERTIFY THAT THE ABOVE NAMED CHILD WAS BORN ALIVE AT THE PLACE AND TIME AND ON THE DATE STATED ABOVE				
SIGNATURE		DATE	NAME AND TITLE OF ATTENDANT AT BIRTH (IF OTHER THAN CERTIFIER)	
DR. WALTER SMITH		4-2-1901		
CERTIFIER NAME AND TITLE (PRINT OR TYPE)		MAILING ADDRESS (ST. NO. CITY OR VILLAGE STATE ZIP)		
DR. WALTER SMITH		100000 SOUTHWFIELD RD., LINCOLN PARK, MICH.		48146
REGISTRAR'S SIGNATURE		DATE RECEIVED BY LOCAL REGISTRAR (MO. DAY YEAR)		
<i>Jane B. Barto</i>		April 6, 1901		
MOTHER - MAIDEN NAME	MARY LOU JONES	SOCIAL SECURITY NUMBER	AGE AT TIME OF THIS BIRTH	STATE OF BIRTH (NAME COUNTY IF NOT USA)
RESIDENCE (Check one)		CITY	COUNTY	STATE
<input checked="" type="checkbox"/> WITHIN CITY LIMITS OF		WAYNE		MICH.
<input type="checkbox"/> WITHIN VILLAGE LIMITS OF				
TWP. OF				
FATHER - NAME	HENRY JOHN DOW	SOCIAL SECURITY NUMBER	AGE AT TIME OF THIS BIRTH	STATE OF BIRTH (NAME COUNTY IF NOT USA)
222-333-4786		23	MICH.	
I CERTIFY THAT THE PERSONAL INFORMATION PROVIDED ON THIS CERTIFICATE IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF				
SIGNATURE		DATE	RELATION TO CHILD	
MARY DOW		4-3-1901	MOTHER	

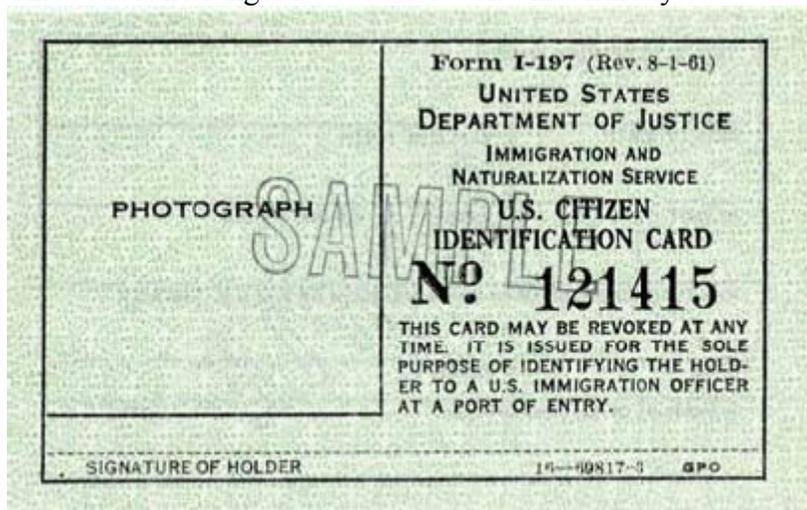
- Issuing agency: State or U.S. possession
- Document #: On face of document
- Issue date: Typically contains an issue date (different from actual birth date) – may be after the phrase “Date certified”
- Expiration date: Does not contain an expiration date; use 01/01/9999

CD. Native American tribal document

Issuing agency: On face of document
Document #: On the face of the document
Issue date: Typically contains an issue date; however, if none, use 01/01/2000
Expiration date: May not contain an expiration; if none, use 01/01/9999

CE. U.S. Citizen ID Card (*Form I-197*)

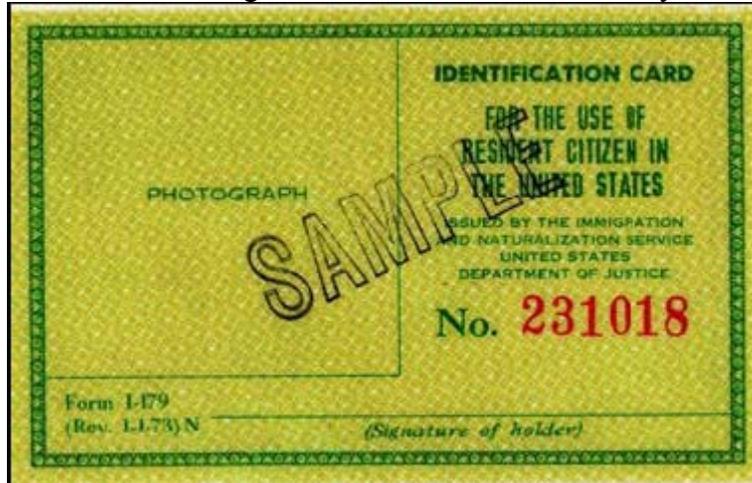
This card is no longer issued but is valid indefinitely.



Issuing agency: INS
Document #: On face of document
Issue date: If no issue date on face of card, use 01/01/2000
Expiration date: No expiration date; use 01/01/9999

CF. ID Card for use of Resident Citizen in the United States (*Form I-179*)

This card is no longer issued but is valid indefinitely.



Issuing agency: INS
Document #: On face of document
Issue date: On face of document
Expiration date: No expiration date; use 01/01/9999

CG. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)

Issuing agency: DHS
Document #: On face of document
Issue date: If none on face of document, use 01/01/2000
Expiration date: If none on face of document, use 01/01/9999