

Employment Eligibility Information

Enclosed is the listing from Human Resources of the list of acceptable documents that new residents and fellows must have.

As a reminder, all new residents/fellows must provide documentation that establishes both identity and employment eligibility. Any document from List A meets both of these requirements.

If you do not have a document from list A, then you must have one document from List B to establish identity **AND** one document from List C to establish employment eligibility.

You can bring photocopies to orientation of this documentation to expedite the paperwork completion process. **However, in addition to the photocopies, you must have available for review the original (source) documentation.** Your photocopies will not be accepted by Human Resources without evidence of the source documentation.

IMPORTANT: Your paycheck will be delayed if this documentation is not supplied prior to your start date.

If there are any questions or concerns, please contact the Human Resources General Information line at (410) 328-2757.

***Do NOT return these identification/eligibility items to Medical Staff Services department with your credentialing paperwork.

LISTS OF ACCEPTABLE DOCUMENTS

Employees must establish both identity and employment eligibility. A document from LIST A satisfies both requirements. If you do not have a document in LIST A, then you must have a document from LIST B to establish identity **AND** a document from LIST C to establish employment eligibility.

LIST A Documents that Establish Both Identity and Employment Eligibility

- OR
1. U.S. Passport (unexpired or expired)
 2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
 3. Certificate of Naturalization (INS Form N-550 or N-570)
 4. Unexpired foreign passport with *I-551 stamp* or attached *INS Form I-94* indicating unexpired employment authorization
 5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
 6. Unexpired Temporary Resident Card (INS Form I-688)
 7. Unexpired Employment Authorization Card (INS Form I-688A)
 8. Unexpired Reentry Permit (INS Form I-327)
 9. Unexpired Refugee Travel Document (INS Form I-571)
 10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

LIST B Documents that Establish Identity

- AND
1. Driver's license or ID card issued by a state of outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
 2. 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, sex, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card (I-197)
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

LIST C Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. 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
4. Native American Tribal document
5. U.S. Citizen ID Card (INS Form I-179)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (*other than those listed under List A*)