

# Memo

**To: Career Center Managers**

**From: WIA Adult Programs**

**Date: December 14, 2007**

**Re: Clarification – Form I-9**

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This memorandum will clarify the usage of the Form I-9.

The purpose of the Form I-9 is to document that each new (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. The Form I-9 has changed as follows:

- Five documents have been removed from List A of the List of Acceptable Documents:
  - Certificate of U.S. Citizenship (Form N-560 or N-561)
  - Certificate of Naturalization (Form N-550 or N-570)
  - Alien Registration Receipt Card (I-151)
  - Unexpired Reentry Permit (Form I-327)
  - Unexpired Refugee Travel Document (Form I-571)
- One document was added to List A of the List of Acceptable Documents:
  - Unexpired Employment Authorization Document (I-766, I-688, I-688A, I-688B)

Citizens and nationals **must** prove citizenship with documentation of place of birth or citizenship status. However, the Form I-9 can be used to document citizenship for U.S. citizens as a last option only. Please note that this provision is for extreme cases only and this must be documented in the case notes or the customer's file. The efforts made in attempts to obtain the listed documents for citizenship (**prior to using the Form I-9**) must be documented in a case note or documentation must be maintained in the customer's file. Acceptable documentation for citizenship status can be one of the following:

- Baptismal Certificate (If place of birth is shown)
- Birth Certificate
- Report of Transfer or Discharge (If place of birth is shown)
- Food Stamp Records
- Hospital Record of Birth
- Public Assistance Records
- United States Passport
- Native American Tribal Document