

## Required Documents for New Employees - Faculty

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
<p><b><i>Parking is available for faculty and staff in the Parking Garage.</i></b></p> <ol style="list-style-type: none"> <li>Vehicle information (i.e. make/model, year, license plate number)</li> <li>Driver's License</li> <li>Personal check for parking fee. (Fee is \$10 for Adjunct Faculty.)</li> </ol>	<p><b><i>New employees will be required to complete several payroll related forms.</i></b></p> <ol style="list-style-type: none"> <li>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.)</li> <li>Social Security Card or verification from the Social Security Administration of Social Security Number.</li> </ol>	<p><b><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></b></p> <ol style="list-style-type: none"> <li>Picture ID card</li> </ol>

### IV. I-9 Form

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

#### Lists of Acceptable Documents:

LIST A	OR	LIST B	AND	LIST C
<p><b>Documents that Establish Both Identity and Employment Eligibility</b></p> <ol style="list-style-type: none"> <li>U.S. Passport (unexpired or expired)</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>An unexpired foreign passport with a temporary I-551 stamp</li> </ol>		<p><b>Documents that Establish Identity</b></p> <ol style="list-style-type: none"> <li>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, sex, height, eye color, and address</li> </ol>		<p><b>Documents that Establish Employment Eligibility</b></p> <ol style="list-style-type: none"> <li>U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>Certification of Birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li> </ol>

<p>4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)</p> <p>5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing and endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer</p>	<p>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</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependents ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p><b>For persons under age 18 who are unable to present a document listed above:</b></p> <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	<p>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</p> <p>4. Native American tribal document</p> <p>5. U.S. Citizen ID Card (INS Form I-197)</p> <p>6. ID Card for use of Resident Citizen in the United States (INS Form I-179)</p> <p>7. Unexpired employment authorization document issued by the INS (other than those listed under List A)</p>
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