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If the employee is using a U.S. Passport
Tell the employee in the attachments section we will need you to attach 2 separate photos of your passport.

- The first attachment labeled Passport Front- Should be a picture of the photo page of your passport, this picture cannot have any glares, we must be able to see your picture and all of the numbers. Be careful where you place your fingers.
- The second attachment labeled Passport Back- Should be a picture of the barcode page, located on the inside, back cover of your passport.

![Passport Example]

If the employee is using a U.S. Passport Card
Tell the employee in the attachments section we will need you to attach 2 separate photos of your passport card.

- The first attachment labeled Passport Card Front- Should be a picture of the photo ID side of your passport card, this picture cannot have any glares, we must be able to see your picture and all of the numbers. Be careful where you place your fingers.
- The second attachment labeled Passport Card Back- Should be a picture of the back side of the passport card.

![Passport Card Example]
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If the employee is using a Foreign Passport
Tell the employee in the attachments section we will need you to attach 2 separate photos of your passport.

- The first attachment labeled Passport Front- Should be a picture of the photo page of your passport, this picture cannot have any glares, we must be able to see your picture and all of the numbers. Be careful where you place your fingers.
- The second attachment labeled Passport Back- Should be a picture of the barcode page, this page can be located on the inside, back cover of your passport but may differ depending on the passport. If the passport doesn’t contain a barcode, they will need a picture of the barcode-less, inside, back cover of the passport.

Using a Foreign Passport along with other documents as Combination List A Documentation:
- If the employee is electing to use a combination of documents for List A, the employee may also attach an appropriate Combination Documents associated with their US immigration status. https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents/combination-documents
  - For example:
    - J-1 status: Form DS-2019 and I-94 showing J-1 status
    - F-1 status for on campus employment or CPT: Form I-20 and I-94 showing F-1 status
    - H1B status: I-94 showing H-1B status
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- If the employee presents an EAD, they will need to attach front and back separately. This is a List A document for various immigration statuses, including F-1 OPT.
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If the employee is using a Permanent Resident Card
Tell the employee in the attachments section we will need you to attach 2 separate photos of your permanent resident card.

- The first attachment labeled PR Front- Should be a picture of the photo ID side of your Permanent Resident Card, this picture cannot have any glares, we must be able to see your picture and all of the numbers. Be careful where you place your fingers.
- The second attachment labeled PR Back- Should be a picture of the Back side.

If the employee is using List B + List C Documents
We will need you to attach 3 separate attachments in PDF Format of your Identity Document (Front + Back) along with a Document that establish employment authorization.

List B type of document can include

- Driver’s License issued by any US State
- ID Card issued by federal, state or local government
- School ID card
- Voter’s registration Card
- US Military Card
- Military dependent card
- US Coast Guard Merchant Card
- Driver’s License issued by Canadian government

For persons under 18 years of age and unable to give the above-mentioned documents

- School record or report card
- Clinic, doctor, or hospital record
- Day-car or nursery school record
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Examples of most commonly used List B Document

List C type of document can include

- A Social Security Card which does not have the following written on it
  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORISATION
  - VALID FOR WORK ONLY WITH DHS AUTHORISATION
- A US State issued birth certificate
- Native American Tribal Document
- US Citizen ID Card (I-197)
- Employment Authorization document issued by the DHS
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Examples of most commonly used List C Document
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The Social Security should be

The below example of social security will not be acceptable because it indicates that separate DHS authorization is required.