

Tell the employee in the attachments section we will need you to attach 2 separate photos of your passport.

Completing a Form, I-9 using the “Virtual Inspection Method”

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.
 - 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

F-1 (I-20)


J-1 (DS-2019)

Document Number

Expiration Date
(Used for Sec. 1 and Sec. 2)

Check to make sure documents are issued for the University of Utah

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U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 997614191

I-94 Document Number

Most Recent Date of Entry: 2016 June 22

Class of Admission : F1

Admit Until Date : D/S

I-94 Expiration Date

Details provided on the I-94 Information form:

Last/Surname : JO

First (Given) Name : S

Birth Date : 19 October 1

Passport Number : M724109

Country of Issuance : Korea, South

- 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

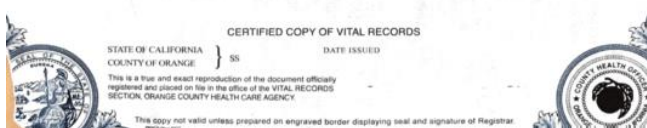
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Examples of most commonly used List C Document



CERTIFICATE OF LIVE BIRTH
STATE OF CALIFORNIA
USE BLACK INK ONLY

1a. NAME OF CHILD - FIRST		1b. MIDDLE		1c. LAST	
2. SEX		3a. TIME BIRTH, SINGLE, TWINS, ETC.		3b. IF MULTIPLE, TWO CHILD, ETC.	
4a. PLACE OF BIRTH - NAME OF HOSPITAL OR FACILITY		4b. STREET ADDRESS - STREET AND NUMBER OR LOCATION			
5a. NAME OF FATHER - FIRST		5b. MIDDLE		5c. LAST	
6a. NAME OF MOTHER - FIRST		6b. MIDDLE		6c. LAST	
7a. NAME OF FATHER - FIRST		7b. MIDDLE		7c. LAST	
8a. NAME OF MOTHER - FIRST		8b. MIDDLE		8c. LAST	
9a. NAME OF FATHER - FIRST		9b. MIDDLE		9c. LAST	
10a. NAME OF MOTHER - FIRST		10b. MIDDLE		10c. LAST	
11a. NAME OF FATHER - FIRST		11b. MIDDLE		11c. LAST	
12a. NAME OF MOTHER - FIRST		12b. MIDDLE		12c. LAST	
13a. NAME OF FATHER - FIRST		13b. MIDDLE		13c. LAST	
14a. NAME OF MOTHER - FIRST		14b. MIDDLE		14c. LAST	
15a. NAME OF FATHER - FIRST		15b. MIDDLE		15c. LAST	
16a. NAME OF MOTHER - FIRST		16b. MIDDLE		16c. LAST	
17a. NAME OF FATHER - FIRST		17b. MIDDLE		17c. LAST	
18a. NAME OF MOTHER - FIRST		18b. MIDDLE		18c. LAST	
19a. NAME OF FATHER - FIRST		19b. MIDDLE		19c. LAST	
20a. NAME OF MOTHER - FIRST		20b. MIDDLE		20c. LAST	
21a. NAME OF FATHER - FIRST		21b. MIDDLE		21c. LAST	
22a. NAME OF MOTHER - FIRST		22b. MIDDLE		22c. LAST	
23a. NAME OF FATHER - FIRST		23b. MIDDLE		23c. LAST	
24a. NAME OF MOTHER - FIRST		24b. MIDDLE		24c. LAST	
25a. NAME OF FATHER - FIRST		25b. MIDDLE		25c. LAST	
26a. NAME OF MOTHER - FIRST		26b. MIDDLE		26c. LAST	
27a. NAME OF FATHER - FIRST		27b. MIDDLE		27c. LAST	
28a. NAME OF MOTHER - FIRST		28b. MIDDLE		28c. LAST	
29a. NAME OF FATHER - FIRST		29b. MIDDLE		29c. LAST	
30a. NAME OF MOTHER - FIRST		30b. MIDDLE		30c. LAST	
31a. NAME OF FATHER - FIRST		31b. MIDDLE		31c. LAST	
32a. NAME OF MOTHER - FIRST		32b. MIDDLE		32c. LAST	
33a. NAME OF FATHER - FIRST		33b. MIDDLE		33c. LAST	
34a. NAME OF MOTHER - FIRST		34b. MIDDLE		34c. LAST	
35a. NAME OF FATHER - FIRST		35b. MIDDLE		35c. LAST	
36a. NAME OF MOTHER - FIRST		36b. MIDDLE		36c. LAST	
37a. NAME OF FATHER - FIRST		37b. MIDDLE		37c. LAST	
38a. NAME OF MOTHER - FIRST		38b. MIDDLE		38c. LAST	
39a. NAME OF FATHER - FIRST		39b. MIDDLE		39c. LAST	
40a. NAME OF MOTHER - FIRST		40b. MIDDLE		40c. LAST	
41a. NAME OF FATHER - FIRST		41b. MIDDLE		41c. LAST	
42a. NAME OF MOTHER - FIRST		42b. MIDDLE		42c. LAST	
43a. NAME OF FATHER - FIRST		43b. MIDDLE		43c. LAST	
44a. NAME OF MOTHER - FIRST		44b. MIDDLE		44c. LAST	
45a. NAME OF FATHER - FIRST		45b. MIDDLE		45c. LAST	
46a. NAME OF MOTHER - FIRST		46b. MIDDLE		46c. LAST	
47a. NAME OF FATHER - FIRST		47b. MIDDLE		47c. LAST	
48a. NAME OF MOTHER - FIRST		48b. MIDDLE		48c. LAST	
49a. NAME OF FATHER - FIRST		49b. MIDDLE		49c. LAST	
50a. NAME OF MOTHER - FIRST		50b. MIDDLE		50c. LAST	
51a. NAME OF FATHER - FIRST		51b. MIDDLE		51c. LAST	
52a. NAME OF MOTHER - FIRST		52b. MIDDLE		52c. LAST	
53a. NAME OF FATHER - FIRST		53b. MIDDLE		53c. LAST	
54a. NAME OF MOTHER - FIRST		54b. MIDDLE		54c. LAST	
55a. NAME OF FATHER - FIRST		55b. MIDDLE		55c. LAST	
56a. NAME OF MOTHER - FIRST		56b. MIDDLE		56c. LAST	
57a. NAME OF FATHER - FIRST		57b. MIDDLE		57c. LAST	
58a. NAME OF MOTHER - FIRST		58b. MIDDLE		58c. LAST	
59a. NAME OF FATHER - FIRST		59b. MIDDLE		59c. LAST	
60a. NAME OF MOTHER - FIRST		60b. MIDDLE		60c. LAST	
61a. NAME OF FATHER - FIRST		61b. MIDDLE		61c. LAST	
62a. NAME OF MOTHER - FIRST		62b. MIDDLE		62c. LAST	
63a. NAME OF FATHER - FIRST		63b. MIDDLE		63c. LAST	
64a. NAME OF MOTHER - FIRST		64b. MIDDLE		64c. LAST	
65a. NAME OF FATHER - FIRST		65b. MIDDLE		65c. LAST	
66a. NAME OF MOTHER - FIRST		66b. MIDDLE		66c. LAST	
67a. NAME OF FATHER - FIRST		67b. MIDDLE		67c. LAST	
68a. NAME OF MOTHER - FIRST		68b. MIDDLE		68c. LAST	
69a. NAME OF FATHER - FIRST		69b. MIDDLE		69c. LAST	
70a. NAME OF MOTHER - FIRST		70b. MIDDLE		70c. LAST	
71a. NAME OF FATHER - FIRST		71b. MIDDLE		71c. LAST	
72a. NAME OF MOTHER - FIRST		72b. MIDDLE		72c. LAST	
73a. NAME OF FATHER - FIRST		73b. MIDDLE		73c. LAST	
74a. NAME OF MOTHER - FIRST		74b. MIDDLE		74c. LAST	
75a. NAME OF FATHER - FIRST		75b. MIDDLE		75c. LAST	
76a. NAME OF MOTHER - FIRST		76b. MIDDLE		76c. LAST	
77a. NAME OF FATHER - FIRST		77b. MIDDLE		77c. LAST	
78a. NAME OF MOTHER - FIRST		78b. MIDDLE		78c. LAST	
79a. NAME OF FATHER - FIRST		79b. MIDDLE		79c. LAST	
80a. NAME OF MOTHER - FIRST		80b. MIDDLE		80c. LAST	
81a. NAME OF FATHER - FIRST		81b. MIDDLE		81c. LAST	
82a. NAME OF MOTHER - FIRST		82b. MIDDLE		82c. LAST	
83a. NAME OF FATHER - FIRST		83b. MIDDLE		83c. LAST	
84a. NAME OF MOTHER - FIRST		84b. MIDDLE		84c. LAST	
85a. NAME OF FATHER - FIRST		85b. MIDDLE		85c. LAST	
86a. NAME OF MOTHER - FIRST		86b. MIDDLE		86c. LAST	
87a. NAME OF FATHER - FIRST		87b. MIDDLE		87c. LAST	
88a. NAME OF MOTHER - FIRST		88b. MIDDLE		88c. LAST	
89a. NAME OF FATHER - FIRST		89b. MIDDLE		89c. LAST	
90a. NAME OF MOTHER - FIRST		90b. MIDDLE		90c. LAST	
91a. NAME OF FATHER - FIRST		91b. MIDDLE		91c. LAST	
92a. NAME OF MOTHER - FIRST		92b. MIDDLE		92c. LAST	
93a. NAME OF FATHER - FIRST		93b. MIDDLE		93c. LAST	
94a. NAME OF MOTHER - FIRST		94b. MIDDLE		94c. LAST	
95a. NAME OF FATHER - FIRST		95b. MIDDLE		95c. LAST	
96a. NAME OF MOTHER - FIRST		96b. MIDDLE		96c. LAST	
97a. NAME OF FATHER - FIRST		97b. MIDDLE		97c. LAST	
98a. NAME OF MOTHER - FIRST		98b. MIDDLE		98c. LAST	
99a. NAME OF FATHER - FIRST		99b. MIDDLE		99c. LAST	
100a. NAME OF MOTHER - FIRST		100b. MIDDLE		100c. LAST	



STATE OF HAWAII
CERTIFICATE OF LIVE BIRTH
DEPARTMENT OF HEALTH
FILE NUMBER **151**
61 10641

1a. Child's First Name (Type or print)		1b. Middle Name		1c. Last Name	
BARACK		HUSSEIN		OBAMA, II	
2. Sex	3. This Birth	4. If Twin or Triplet, Was Child Born	5a. Birth Date	Month	Day Year
Male	Single <input checked="" type="checkbox"/> Twin <input type="checkbox"/> Triplet <input type="checkbox"/>	1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>	August	4,	1961
6a. Place of Birth: City, Town or Rural Location			6b. Island		
Honolulu			Oahu		
6c. Name of Hospital or Institution (If not in hospital or institution, give street address)			6d. Is Place of Birth Inside City or Town Limits?		
Kapiolani Maternity & Gynecological Hospital			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
7a. Usual Residence of Mother: City, Town or Rural Location		7b. Island		7c. County and State or Foreign Country	
Honolulu		Oahu		Honolulu, Hawaii	
7d. Street Address			7e. Is Residence Inside City or Town Limits?		
6085 Kalaniana'ole Highway			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
7f. Mother's Mailing Address			7g. Is Residence on a Farm or Plantation?		
			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
8. Full Name of Father		9. Race of Father		10. Age of Father	
BARACK HUSSEIN OBAMA		African		25	
11. Birthplace (Island, State or Foreign Country)		12a. Usual Occupation		12b. Kind of Business or Industry	
Kenya, East Africa		Student		University	
13. Full Maiden Name of Mother		14. Race of Mother		15. Age of Mother	
STANLEY ANN DUNHAM		Caucasian		18	
16. Birthplace (Island, State or Foreign Country)		17a. Type of Occupation Outside Home During Pregnancy		17b. Date Last Worked	
Wichita, Kansas		None			
18a. Signature of Parent or Other Informant			18b. Date of Signature		
Stanley Ann Dunham Obama			8-7-61		
19a. Signature of Attendant			19b. Date of Signature		
David A. Simlan			8-8-61		
20. Date Accepted by Local Reg.			22. Date Accepted by Reg. General		
AUG - 8 1961			AUG - 8 1961		

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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.

