

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

IMMIGRATION REFORM AND CONTROL ACT

**SECTION 2.06
PAGE 1 OF 3**

- A. In accordance with the Immigration Reform and Control Act of 1986 and as a condition of employment, the Employer shall verify both the identity and the employment eligibility of all applicants considered for employment.
1. All applicants shall be required to complete the biographical information requested on Form I-9. Applicants shall attest to their eligibility for employment and that they have presented authentic, original documentation of their identity and employment eligibility.
 2. Each applicant shall furnish one (1) of the documents listed below to substantiate both the applicant's identity and employment eligibility:
 3. If an alien applicant attests to the Employer that the alien intends to apply or has applied for legalization or amnesty, the Employer need not require evidence of work authorization as specified above. The alien applicant must, however, provide to the Employer evidence of the applicant's identity.
 4. Post-Hiring Requirements:
 - a. Within three (3) business days after the appointment of the applicant, the Employer must physically examine the documentation presented by the new employee and complete the remaining portions of the INS Form I-9.
 - b. The Employer must retain the INS Form I-9 and photocopies of the supporting documentation for three (3) years after the effective date of hire or for one (1) year from the date of the employee's separation from service, whichever is later.
 - c. The INS Form I-9 and copies of supporting documentation shall not be used for any purpose or provided to any agency or person other than for the purpose of complying with the requirements of the Immigration Reform and Control Act.
 - d. If an employee is rehired or reinstated by the Employer within one (1) year of the date of the employee's separation, the Employer may use the original Form I-9 and supporting documentation for the purpose of complying with the Act.

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

- B. Anti-Discrimination Policy: It is the intention of the Employer not to discriminate in hiring on the basis of national origin and citizenship status except as specifically provided by law. The Employer will not discriminate against any citizen or person intending to become a citizen in so far as that person has completed a declaration stating that such person intends to declare U.S. citizenship within six (6) months of eligibility for naturalization.

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

IMMIGRATION REFORM AND CONTROL ACT

SECTION 2.06

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		AND
1. U. S. Passport (unexpired or expired)	1. 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, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	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, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp	3. • School ID card with a photograph	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. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (<i>Form I-197</i>)
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
	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	

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

IMMIGRATION REFORM AND CONTROL ACT

**SECTION 2.06
PAGE 4 OF 3**