



DEPARTMENT OF HOMELAND SECURITY EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) GUIDELINES

It is your responsibility to provide proof of employment eligibility by completing the Department of Homeland Security's Employment Eligibility Verification Form I-9 prior to the deadline listed in Step 3 of your Confirmation Notice.

Print form I-9 and complete Section 1, "Employee Information and Attestation" on page 1, sign it, and date it. Do not attempt to complete any other section. Do not bring Form I-9 to your current employer.

Make a copy of the identification detailed under the "LIST OF ACCEPTABLE DOCUMENTS" section of the I-9 document. The "Instructions" button at the top of the document provides special clarification of any technicalities that may arise regarding which documents are acceptable.

After making a copy for your records, send Section 1 of the completed Form I-9 **AND THE IDENTIFICATION LISTED** to our office as directed in your Confirmation Notice.

Please **do not send**:

- The back of any ID
- Instructional documents
- Any part of the I-9 form other than Section 1
- A Driver's License without a form of ID from another list
- Section 1 without the required ID
- Section 1 without a signature and date

If you fail to provide the completed Form I-9 and copies of required identification documents, your appointment will be rescinded. In addition to sending a copy, you will be required to bring the original documents to the academy check-in. You may be turned away from the academy and denied employment if you fail to bring the documents with you to the check-in.