

Form I-9 Glossary Terms

Alien (Noncitizen)

Any person who is not a citizen or national of the United States.

Alien Authorized to Work

A noncitizen who is allowed to work because of their immigration status or a noncitizen who is granted work authorization by USCIS upon request. This option should not be selected for a Lawful Permanent Resident.

Alien Registration Number (“A” Number) or Alien Number

A unique 7-, 8- or 9-digit number assigned to a noncitizen at the time his or her A-File is created. The 9-digit USCIS number listed on the front of Permanent Resident Cards (Form I-551) issued after May 10, 2010 is the same as the Alien Registration Number. The “A” Number can also be found on the back of these Permanent Resident Cards.

Arrival/Departure Record (Form I-94 or I-94A)

A document issued to noncitizens when admitted into the United States. Some of these forms are stamped to indicate work-authorized status. Form I-94 or I-94A contains an 11-digit admission number that may be used as part of the initial E-Verify case if the noncitizen employee does not have an Alien Registration Number. These forms will accompany a foreign passport, Form Ds-2019, or Form I-20. The Form I-94 or I-94A cannot be accepted without the accompanying documents.

Certificate of Birth

Original or certified copies of birth certificates issued by a state, county, municipal authority, or outlying possession of the U.S. that bears an official seal. Copies are not acceptable. After October 31, 2010, only Puerto Rico birth certificates issued on or after July 1, 2010 are valid. Check www.uscis.gov for guidance on the validity of birth certificates from Puerto Rico for Form I-9 purposes.

Certificate of Birth Issued by the U.S. Department of State

Original documents that include a raised seal of the office that issued the document and make include a watermark with raised printing. This is a certificate of a birth abroad – outside of the continental United States.

Certificate of Eligibility for Exchange Visitor Status (Form DS-2019)

An unexpired Form DS-2019 must be accompanied by Form I-94 or Form I-94A. The Certificate of Eligibility for Exchange Visitor (J-1) is issued by the U. S. Dept. of State that specifies the sponsor. J-1 exchange visitors working outside the program indicated of the Form DS-2019 also need a letter from their responsible office.

Certificate of Eligibility for Nonimmigrant Students (Form I-20)

Form I-94 or Form I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20, Certificate of Eligibility for Nonimmigrant Students and endorsed with employment authorization by the designated school official for off-campus employment or curricular practical training. USCIS will issue an Employment Authorization Document (form I-766) to all students (F-1 and M-1) authorized for a post-completion OPT period,

Commonwealth of the Northern Mariana Islands (CNMI)

A special agreement exists between CNMI and the U.S. until November 21, 2011 regarding the acceptability of work permits. Check the USCIS website for acceptable documents and updates.

Employment Authorization Document (Form I-766)

A document issued to noncitizens that are authorized to work temporarily in the United States. The Form I-766 has been issued since January 1997. This card contains the bearer’s photo, fingerprint, card number, Alien number, birth date, and signature, as well as a holographic film and DHS seal. The

expiration date is located at the bottom of the card and the cards may contain the legend, "Valid for re-entry to U.S." In 2010 the USCIS began issuing a new version of the Form I-766 with a machine readable strip on the back of the card.

Identification Card for Use of Resident Citizen in the United States (Form I-179)

Form I-179 was previously issued by the former Immigration and Naturalization Services (INS) to U.S. citizens who are residents of the United States. This card is no longer issued; however, existing cards remain valid indefinitely.

Immigration and Nationality Act of 1952 (INA)

The Act, which, along with other immigration laws, treaties, and conventions of the United States, relates to the immigration, temporary admission, naturalization, and removal of noncitizens.

Immigration Reform and Control Act of 1986 (IRCA)

Public Law 99-603 (Act of November 6, 1986), sought to eliminate employment opportunity as a key incentive for illegal migration to the United States. IRCA mandates that all U.S. employers must ensure that all employees hired after November 6, 1986, are eligible to work in the United States and possess valid work authorization documents. It provides sanctions against employers who knowingly hire undocumented workers or discriminate against employees based on citizenship status, national origin or employment status.

Lawful Permanent Resident

A noncitizen who has been lawfully granted the privilege of residing and working permanently in the United States.

Noncitizen National of the United States

Persons born in American Samoa; certain former citizens of the former Trust Territory of the Pacific Islands who relinquished their U.S. citizenship acquired under section 301 of Public Law 94-241 (establishing the Commonwealth of the Northern Mariana Islands) by executing a declaration before an appropriate court that they intended to be non-citizen nationals rather than U.S. citizens; and certain children of non-citizen nationals born abroad. Generally, noncitizen nationals are American Samoans.

Passport (Foreign) with an I-551 Stamp or MRIV

Any travel document issued by a competent authority showing the bearer's origin, identity, and nationality, if any, which is valid for the entry of the bearer into a foreign country. USCIS uses either an I-551 Stamp or a temporary I-551 notation on a machine-readable immigrant visa (MRIV) to denote temporary evidence of lawful permanent residence. If a foreign passport is not available, USCIS will place the I-551 Stamp on a Form I-94 and affix a photo of the bearer to the form. This document is considered a receipt. The employee needs to be re-verified when the stamp expires, or one year after that issuance date if the stamp does not include an expiration date. For temporary I-551 receipts, the employee must present a valid Permanent Resident Card (Form I-551) for Section 2 of the Form I-9. Note: There is a special arrangement between the U.S. and the Federated States of Micronesia and Republic of Marshall Islands. Check the USCIS website for instructions.

Passport (United States)

Document issued by the U.S. Department of State to U.S. citizens and noncitizen nationals.

Permanent Resident or Lawful Permanent Resident

A noncitizen who has been lawfully granted the privilege of residing and working permanently in the United States.

Permanent Resident Card (Form I-551)

Issued by the former Immigration and Naturalization Service beginning in December 1997 and now issued by U.S. Citizenship and Immigration Services, this card is the current version given to permanent residents. The document is valid for 10 years. In the current version of the I-551, the name of the document was changed from Resident Alien Card to Permanent Resident Card.

Photo Matching

During the verification case, employers match the photos on certain documents provided by employees when completing Form I-9 with the photo that appears in E-Verify. Photo matching is triggered only when an employee has provided a US Passport or Passport Card, Permanent Resident Card (“Green Card” (Form I-551)) or an Employment Authorization Document (Form I-766) as his or her Form I-9 document.

State-Issued Drivers License

A driver’s license can be issued by any state or territory of the U.S. (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a Canadian government authority, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

State-Issued ID Cards

An ID card can be issued by any state or territory of the U.S. (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a local government, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

Temporary Form I-551

The Temporary Form I-551 MRIV is evidence of a permanent resident status for one year from the date of admission. This document includes a photo. The Form I-9 needs to be updated at the completion of the one-year period.

USCIS #

A 9-digit number listed on the front of Permanent Resident Cards (Form I-551) issued after May 10, 2010 that is the same as the Alien Registration Number. The “A” number can also be found on the back of these Permanent Resident Cards.

U.S. Citizen Identification Card (Form I-197)

Form I-197 previously issued by the former Immigration and Naturalization Service (INS) to naturalized citizens. The cards are no longer issued, however the existing cards are valid indefinitely.

U.S. Passport Card

A wallet-sized card used for land and sea travel between the US and Canada, Mexico, the Caribbean and Bermuda. The U.S. Dept. of State started producing these in July 2008. These cards contain a photo.

U. S. Social Security Card

The U. S. Security Card and account number is issued by the Social Security Administration (older versions were issued by the U.S. Dept. of Health and Human Services) and can be presented as a List C document. Laminated, metal or plastic reproductions are not acceptable.