

U.S. Form I-9: Employee Eligibility Verification

Federal law requires all employers to verify the employment eligibility and identity of all employees hired.

As a newly hired employee, you are required to complete Form I-9 (which will be provided by your employer) and provide proof of identification before the end of your first day of work.

Be prepared to provide proof of your identity with two forms of identification to your employer on your first day of work.

The most common forms of identification used are:

1. Driver's license or a state issued Identification (ID) card **AND**
2. U.S. Social Security Card or birth certificate

If you do not currently possess a driver's license/ ID, Social Security Card or a birth certificate, you may use one of the approved documents or document combinations listed on the back of this page. If you need to obtain a new driver's license/ ID, Social Security Card, or a certified copy of your birth certificate, you may do so at the following locations:

Driver's License/ID

Colorado Dept. of Revenue

Driver's License Office
3030 S. College Ave
Suite 100
Fort Collins, CO 80525
M-F 8am-5pm
(970) 494-9806

Social Security Card

Social Security Administration

301 Howes Street, 4th Floor
Fort Collins, CO 80521
1-866- 336-7385

You may get the proper form online at:
www.socialsecurity.gov/online/ss-5.html
or by calling 1-800-772-1213

Birth Certificate

Office of Vital Records

Larimer County Health and
Environment Department:
(for Colorado born individuals)
1525 Blue Spruce Drive
Fort Collins, CO 80524
(970) 498-6710

**If you were not born in Colorado,
contact the State Health
Department from the state in
which you were born.*

[STAFF: Please copy
page 5 of

<http://www.uscis.gov/files/form/i-9.pdf>

onto the backside of
this handout.]