



Larimer County Workforce Center

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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:

- ❖ Driver's License or state issued identification (ID) card and
- ❖ 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 at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf> . 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, STE 100
Fort Collins, CO 80525
970-494-9806

Social Security Card

Social Security Administration
301 Howes Street, 4th floor
Fort Collins, CO 80521
866-336-7385

Birth Certificate

Office of Vital Records
Larimer County Health and
Environment Dept
(Colorado born individuals)
1525 Blue Spruce Drive
Fort Collins, CO 80524
970-498-6710

You may download form online at:
www.socialsecurity.gov/online/ss-5

*If you were not born in CO,
contact the State Health Dept
from the state you were born

