

Employment Authorization Documentation

**Reference Guide for Refugee
Service Providers in the U.S.**



Table of Contents

Form I-9 and Documentation for ORR-Eligible Populations..... 3

What is the Purpose of Form I-9?..... 3

Form I-9 Accepted Documents Typically Held by ORR-Eligible Clients..... 4

Possible Combinations of Identity and Work Authorization Documents Based on Immigration Status..... 10

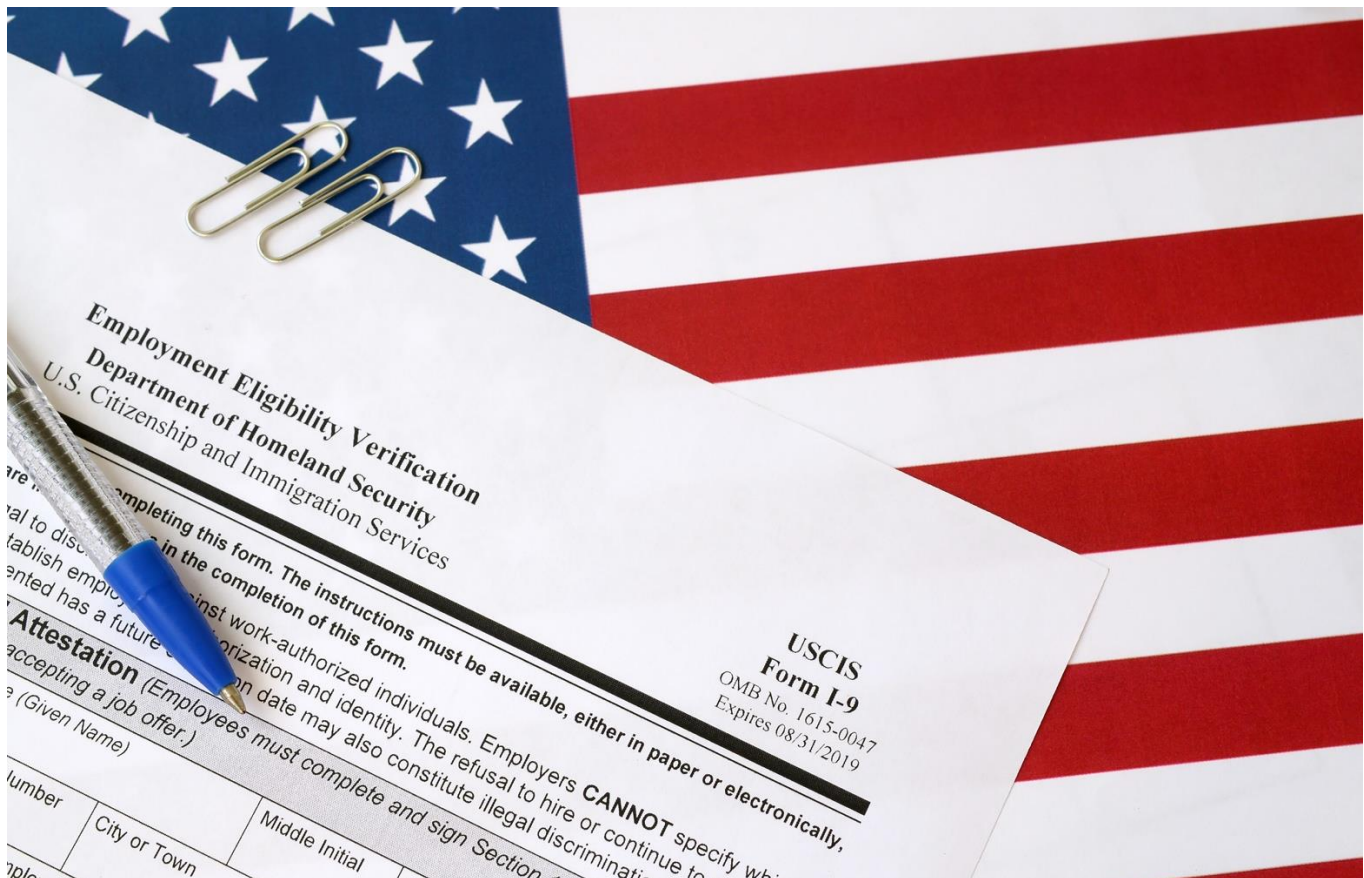
Photos of Commonly Held Documents 15

Frequently Asked Questions 20

Resources to Share with Employers..... 23

Sources 23

Acknowledgments 24



Form I-9 and Documentation for ORR-Eligible Populations

A common challenge as clients start new employment is navigating the [Form I-9](#) and necessary documentation to begin work. Finding accurate information, particularly related to specific immigration documents needed during the hiring process, can be daunting. Employers may try to help by clarifying what documents are acceptable, but sometimes they are unfamiliar with different immigration statuses and the pertinent rules around Form I-9 documentation. The occasional delays in receiving commonly held documents can also create confusion about whether clients are authorized to work or not. Whether you are learning about Form I-9 documentation as a brand-new staff member or are troubleshooting issues as a seasoned employment specialist, this guide aims to clarify which documents Office of Refugee Resettlement (ORR)-eligible populations may possess for Form I-9, provide additional options (where possible) for document combinations, and confirm when there are simply no other options but to wait for a client to receive a specific document.

Please note that this resource is intended to help employment service providers navigate complicated issues related to employment authorization documents that may occasionally arise with clients and employers, but it is not intended to serve as a legally authoritative guide for employers. When assisting employer partners, Switchboard recommends referring them to guidance documents produced from federal sources, such as those found on the U.S. Department of Justice's Immigration and Employee Rights (IER) "Publications for Workers/Advocates" web page and in the U.S. Citizenship and Immigration Services' "Handbook for Employers." (See the Resources to Share with Employers section at the end of the Reference Guide for additional resources.)

Check the **Frequently Asked Questions** section on page 20 for quick answers and additional resources related to Social Security Card delays, E-Verify, and the "receipt rule" for refugees.

What is the Purpose of Form I-9?

The [Form I-9](#) is used to confirm the identity and employment authorization of individuals hired for employment in the United States. The purpose of the Form I-9 is not to verify immigration status. The form should be completed by the employee (Section 1) and the employer (Section 2 and Supplement B) only after an offer for employment has been formally accepted by the employee.

In completing the Form I-9, the employee must also present the employer with acceptable documents, listed on page 3 of the Form I-9, evidencing identity and employment authorization. The employer is required to complete Section 2 of Form I-9 within three days of hire, so the employee must show proper documentation within this timeframe. Three categories are given for documents: those that address both identity and employment authorization (List A), those that address only identity (List B), and those that address only employment authorization (List C). The employee can choose to present one List A document or a combination of one List B and one List C document.

<p>List A Documents <i>Address Identity and Employment Authorization</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Permanent Resident Card (Green Card) • Employment Authorization (EAD) Card (Form I-766) 	or	<p>List B Documents <i>Address Identity</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Driver's License • School ID card with photo 	+	<p>List C Documents <i>Address Employment Authorization</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Unrestricted Social Security card • Refugee Travel Document (Form I-571)
---	----	---	---	---

Sometimes employers are less familiar with acceptable documents held by immigrants, but it is illegal for employers to request specific or additional documents for the Form I-9 other than those required to establish a worker’s identity and permission to work, or to reject documents that appear to be reasonably genuine because of citizenship or national origin.

Documents typically available to newcomer clients can vary by immigration status. Below is a table showing acceptable documents often held by ORR-eligible clients to aid you in guiding clients and employers in completing the Form I-9.

Form I-9 Accepted Documents Typically Held by ORR-Eligible Clients

Note: Please see [page 2 of Form I-9](#) for the complete list of acceptable documents. The list below includes documents that may be available to clients from their initial arrival in the U.S. and throughout their initial five years of U.S. residence. Document availability will vary based on each client’s unique circumstances and time spent in the United States.

Original Immigration Status or Category	Documents Typically Available During Initial 5 Years		
	List A	List B ¹	List C
Refugees	<p>Form I-94 Arrival/Departure Record²: Form I-94 may be presented as proof of work authorization (List A receipt), but after 90 days either an EAD (Form I-766) or a combination of a List B document and an unrestricted Social Security card (List C item) must be presented.</p> <p>EAD card (Form I-766): Refugees may present an expired EAD with a Form I-797C, Notice of Action, if the notice lists the same category code as the expired EAD. This combination is considered an unexpired List A document and is valid for up to 180 days after the “Card Expires” date on the EAD.</p> <p>Permanent Resident Card (Green Card): Available after one year of living in the U.S. (refugee must apply)</p>	<p>U.S. driver’s license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p> <p>Transportation Boarding Letters</p>	<p>Unrestricted Social Security card</p> <p>Employment Authorization Document issued by the Department of Homeland Security (DHS), including Refugee Travel Document Form I-571</p> <p><i>Note: There are many different DHS-issued employment authorization documents, not to be confused with the EAD card (Form I-766)</i></p>

Original Immigration Status or Category	Documents Typically Available During Initial 5 Years		
	List A	List B ¹	List C
Asylees	<p>EAD card (Form I-766)</p> <p>Permanent Resident Card (Green Card): available one year after being granted asylum in the U.S. (Asylee must apply.)</p>	<p>U.S. driver's license</p> <p>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 (some examples include state ID cards, library cards, parks and recreation identification cards, etc.)</p> <p>School ID card with a photograph</p> <p>The foil (similar to a Visa) for "follow-to-join" or "derivative" asylees</p>	<p>Employment authorization document issued by the Department of Homeland Security (DHS), including Form I-94 Arrival/Departure Record</p> <p><i>Note: There are many different DHS-issued employment authorization documents, not to be confused with the EAD card (Form I-766)</i></p> <p><i>Note: The Refugee Receipt rule does not apply to asylees, so the Form I-94 may be presented as a List C document. A Form I-94 indicating asylum status does not expire or need to be reverified.</i></p> <p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p> <p><i>Note: Decisions from immigration judges or the Board of Immigration Appeals (BIA) granting asylum are not acceptable List C documents because they are not issued by DHS.</i></p>

Original Immigration Status or Category	Documents Typically Available During Initial 5 Years		
	List A	List B ¹	List C
Cuban/Haitian entrants	<p>EAD card (Form I-766): Parolees have restricted Social Security cards and therefore cannot be hired without receipt of an EAD card, which is typically valid for one year.</p> <p>Permanent Resident Card (Green Card) (Cuban/Haitian entrant must apply.)</p>	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p>
Special Immigrant Visa (SIV) holders	<p>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>Permanent Resident Card (Green Card): SIV holders arrive to the U.S. as permanent residents and typically receive this card within four weeks of arrival</p>	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p>

Original Immigration Status or Category	Documents Typically Available During Initial 5 Years		
	List A	List B ¹	List C
Amerasians	<p>U.S. passport</p> <p>Permanent Resident Card (Green Card) (Amerasian must apply.)</p> <p>Vietnamese passport with temporary I-551 stamp</p>	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p>
Victims of Trafficking (certified)	<p>EAD card (Form I-766): USCIS will provide clients under T nonimmigrant status with an Employment Authorization Document (EAD) at the same time the Form I-914 application is approved. USCIS will produce a Form I-94 and Employment Authorization Document, typically valid for one year, for clients under Continued Presence Status.</p> <p>Permanent Resident Card (Green Card) (Victim of Trafficking must apply.)</p>	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p>

Original Immigration Status or Category	Documents Typically Available During Initial 5 Years		
	List A	List B ¹	List C
Special Immigrant Legal Permanent Resident (SI LPR)	<p>I-94 noting LPR status: DHS will produce I-94 at an InfoPass appointment.</p> <p>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)</p> <p>Permanent Resident Card (Green Card): SIV holders arrive to the U.S. as permanent residents and typically receive this card within four weeks of arrival.</p>	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p>
Special Immigrant Conditional Permanent Resident (SI CPR)	<p>I-94 noting LPR status: DHS will produce I-94 at an InfoPass appointment.</p> <p>EAD card/Form I-766: USCIS will produce Employment Authorization Document.</p> <p>Permanent Resident Card (Green Card) or I-551</p> <p>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)</p>	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Unrestricted Social Security card</p> <p><i>Note: Restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable List C documents.</i></p>

Original Immigration Status or Category	Documents Typically Available During Initial 5 Years		
	List A	List B ¹	List C
Special Immigrant Parolee (SI Parolee)³	EAD card/Form I-766 with C11 Parolee: USCIS will produce Employment Authorization Document.	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Currently none</p> <p>Parolees will receive a restricted Social Security card and may only obtain an unrestricted card after becoming a lawful permanent resident or receiving asylum.</p>
Non-Special Immigrant Parolee (Non-SI Parolee)⁴ also known as Humanitarian Parolees or OAR Parolees	EAD card/Form I-766 with C11 Parolee: USCIS will produce Employment Authorization Document.	<p>U.S. driver's license</p> <p>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 (<i>some examples include state ID cards, library cards, parks and recreation identification cards, etc.</i>)</p> <p>School ID card with a photograph</p>	<p>Currently none</p> <p>Parolees will receive a restricted Social Security card and may only obtain an unrestricted card after becoming a lawful permanent resident or receiving asylum.</p>

¹ Acceptable List B documents for individuals under the age of 18 who are unable to present a document listed above also include school record or report card; clinic, doctor, or hospital record; or day care or nursery school record.

² The old refugee Form I-94 was given as a paper document about the size of an index card, but now most refugees receive Form I-94 as a print-out from CBP's website. The current I-94 does not have a refugee stamp on it. See this [U.S. Customs and Border Protection Fact Sheet](#) for additional information pertaining to I-94 expiration dates.

³ Special Immigrant (SI) Parolees will receive an I-94 noting SQ4/SQ5. DHS will produce the I-94, and it will be signed/dated by a USCIS officer. However, the form I-94 is not an I-9 document and will not be valid for employment.

⁴ Non-Special Immigrant (Non-SI) Parolees will receive an I-94 noting OAR, PAR, or DT COA and will have a foreign passport with a CBP Paroled stamp and/or parole COA Notation. DHS will produce the I-94, and it will be signed/dated by a USCIS officer. However, the form I-94 and foreign passport are not I-9 documents and will not be valid for employment.

Possible Combinations of Identity and Work Authorization Documents Based on Immigration Status

Refugee Status

Option #1 – ID and Social Security Card <i>This is a preferred option because these documents do not need to be reverified.</i>	
Identity Document (List B)	Unrestricted Social Security Card (List C)
Option #2 – EAD Card (Form I-766) and Social Security Card <i>When used together (EAD for Section 2, SSC for Supplement B), these documents do not need to be reverified.</i>	
EAD Card (Form I-766) (List A; use for Section 2)	Unrestricted Social Security Card (List C; use for Section 3)
Option #3 – EAD Card (Form I-766) or Form I-94 (For situations when Social Security card has not arrived) <i>Note: The employer must accept a List A or List C document for Section 3 reverification. The client never needs to reverify identity, so there is no need for a List B document at reverification.</i>	
EAD Card (Form I-766) <i>Note: Refugees may also present an expired EAD with a Form I-797C, Notice of Action, if the notice lists the same category code as the expired EAD. This combination is considered an unexpired List A document and is valid for up to 180 or 540 days after the “Card Expires” date on the EAD. The date of expiration is determined by the immigration category code and the date that the refugee applied for extension. The automatic extension of up to 540 days applies to qualifying EAD renewal applicants whose Forms I-797C, Notices of Action, have a “Received Date” on or before October 26, 2023.</i> or Form I-94 <i>Note: The Form I-94 is sufficient for refugees to begin work for 90 days, but after those 90 days, the refugee must provide either an EAD card or a List B and an unrestricted Social Security card.</i>	

Note: After a client has Permanent Resident status, showing their Permanent Resident Card (Green Card) is also an option that never needs to be reverified.

Asylee Status

<p>Option #1 – ID and Social Security Card</p> <p><i>This is a preferred option because these documents do not need to be reverified.</i></p>	
<p>Identity Document (List B)</p>	<p>Unrestricted Social Security Card (List C)</p>
<p>Option #2 – ID and I-94</p> <p><i>This is a preferred option because these documents do not need to be reverified.</i></p>	
<p>Identity Document (List B)</p>	<p>Employment Authorization Document Issued by the Department of Homeland Security (DHS)</p> <p><i>Note: For Asylees, an I-94 is a List C #7 employment authorization document issued by the Department of Homeland Security (not to be confused with the EAD Card/Form I-766)</i></p> <p>(List C)</p>
<p>Option #3 – EAD Card (Form I-766)</p> <p>(For situations when there is no Social Security card or I-94)</p> <p><i>Note: The employer must accept a List A or List C document for Section 3 reverification. The client never needs to reverify identity, so there is no need for a List B document at reverification.</i></p>	
<p>List A Document: EAD Card (Form I-766)</p> <p><i>Note: Asylees may also present an expired EAD with a Form I-797C, Notice of Action, if the notice lists the same category code as the expired EAD. This combination is considered an unexpired List A document and is valid for up to 180 or 540 days after the “Card Expires” date on the EAD. The date of expiration is determined by the immigration category code and the date that the refugee applied for extension. The automatic extension of up to 540 days applies to qualifying EAD renewal applicants whose Forms I-797C, Notices of Action, have a “Received Date” on or before October 26, 2023.</i></p>	

Note: After a client has Permanent Resident status, showing their Permanent Resident Card (Green Card) is also an option that never needs to be reverified.

Special Immigrant Visa (SIV) Holders

Including Special Immigrant Legal Permanent Resident (SI LPR) and Special Immigrant Conditional Permanent Resident (SI CPR)

Option #1 – Permanent Resident Card (Green Card) <i>This is a preferred option because this document never needs to be re-verified.</i>	
Permanent Resident Card (Green Card) <i>Typically received automatically within four weeks of arrival</i>	
Option #2 – ID and Social Security Card <i>This is a preferred option because these documents do not need to be re-verified.</i>	
Identity Document (List B)	Unrestricted Social Security Card (List C)
Option #3 – Foreign Passport with Temporary I-551 Stamp or Machine-Readable Immigrant Visa with Stamp (For situations when Permanent Resident Card/Green Card and Social Security card have not arrived)	
<i>Foreign Passport with temporary I-551 stamp</i> <i>Note: The temporary I-551 stamp typically expires after one year and must be re-verified before it expires.</i>	

Cuban/Haitian Entrant Status

Option #1 – EAD Card <i>This is a preferred option because these documents do not need to be re-verified.</i>	
List A Document: EAD Card (Form I-766) <i>Typically valid for one year</i> <i>Note that in some rare cases, clients may possess an employment authorization document issued by the Department of Homeland Security (DHS) that is not the EAD (I-766). This can be presented as a List C #7 document in combination with a List B identity document.</i>	
Option #2 – ID and Social Security Card (only available once Legal Permanent Resident)	
Identity Document (List B)	Unrestricted Social Security Card (List C)

Note: After a client has Permanent Resident status, showing their Permanent Resident Card (Green Card) is also an option that never needs to be re-verified.

Victims of Human Trafficking - T1 Status

Option #1 – EAD Card (Form I-766)	
<p>List A Document: EAD Card (Form I-766)</p> <p><i>T visa holders' work permits/EADs are typically valid for up to four years.</i></p> <p><i>Note that in some rare cases, clients may possess an employment authorization document issued by the Department of Homeland Security (DHS) that is not an EAD (I-766). This can be presented as a List C #7 document in combination with a List B identity document.</i></p>	
Option #2 – Expired EAD Card (Form I-766) and Form I-797C Receipt	
<p>Expired EAD Card (Form I-766) and Form I-797C Receipt</p> <p><i>Victims of Trafficking whose EAD Card (Form I-766) has expired may file Form I-485 (Application to Register Permanent Residence) in order to receive a Form I-797C, Notice of Action receipt. The Form I-797C, Notice of Action receipt, is considered a List A document and indicates a one-year extension on the expired EAD (Form I-766).</i></p>	
Option #3 – ID and Social Security Card <i>(only available once Legal Permanent Resident)</i>	
<p>Identity Document (List B)</p>	<p>Unrestricted Social Security Card (List C)</p>

Note: After a client has Permanent Resident status, showing their Permanent Resident Card (Green Card) is also an option that never needs to be reverified.

Special Immigrant Parolees (SI Parolees)

Option #1 - EAD Card (Form I-766)
<p>EAD Card (List A)</p> <p><i>Typically valid for one year</i></p> <p><i>EAD is currently the only document that provides work authorization to Special Immigrant Parolees and Non-Special Immigrant Parolees until they receive a different status.</i></p>

Afghan Humanitarian Parolees

Option #1 – Unexpired EAD Card
<p>EAD Card (Form I-766) Typically valid for one year</p>
Option #2 – Unexpired I-94 with “OAR” or “PAR” Admissions Class
<p>Form I-94</p> <p><i>Note: The Form I-94 with an “OAR” or “PAR” class of admission on the document is sufficient for parolees to work for 90 days, but after those 90 days, the parolee must provide either an EAD card or a List B and an unrestricted Social Security card (although they will likely not have an unrestricted SSC, so the EAD is the most likely choice). The parolee can use the I-94 for 90 days for different employers however many times they want.</i></p>

Note: Afghan parolees may receive a Social Security card with a restriction. They will not be eligible to receive an unrestricted Social Security card until their parolee status changes to one that is eligible for an unrestricted Social Security card, such as Legal Permanent Resident (LPR), among other statuses. After a client has Legal Permanent Resident status, showing their Legal Permanent Resident Card (Green Card) is also an option that never needs to be re-verified.

Ukrainian Humanitarian Parolees

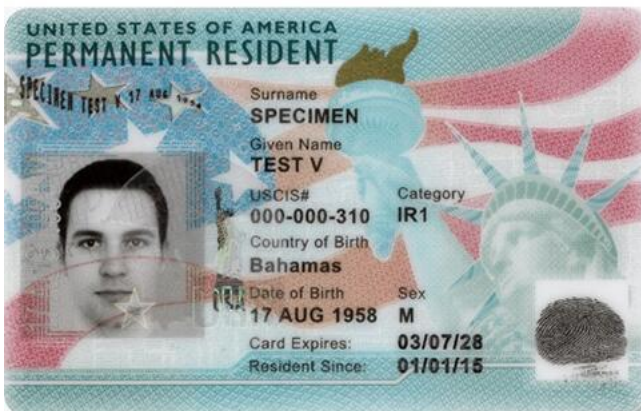
Option #1 – EAD Card
<p>EAD Card (Form I-766) Typically valid for two years</p>
Option #2 – Unexpired I-94 with parole admissions class such as “UHP,” “PAR,” or “DT”
<p>Form I-94</p> <p><i>Note: The Form I-94 with a “UHP” class of admission (or DT class of admission with Ukraine as country of origin) on the document is sufficient for parolees to work for 90 days, but after those 90 days, the parolee must provide either an EAD card or a List B unrestricted Social Security card (although they will likely not have an unrestricted SSC, so the EAD is the most likely choice). The parolee can use the I-94 for 90 days for different employers however many times they want.</i></p>

Photos of Commonly Held Documents

All document photos were obtained from the [USCIS Form I-9 Acceptable Documents webpage](#), except the Refugee (USCIS) Travel Document Form I-571 and the redacted Asylee Foil.

Form I-551, Permanent Resident Card (Green Card)

On May 1, 2017, USCIS began issuing redesigned cards that no longer display the individual's signature. However, some cards issued after May 1, 2017, may still display the previous format. Both the previous and new cards will remain valid until the expiration date shown on the card. These cards are also known as [Green Cards](#).



Form I-766, Employment Authorization Document (EAD) Card



Form I-797C, Notice of Action



Sample I-94 from CBP website (left) and index card-sized (right)

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Departure Number
813106636 11

Department of Homeland Security
CBP I-94A (11/04)
Departure Record

L1
12345
09/17/2007
Class: Unal

Family Name: **SAMPLE**

First (Given) Name: **AHMET** Birth Date (Day Mo Yr): **22, 12, 50**

Country of Citizenship: **PAKISTAN**

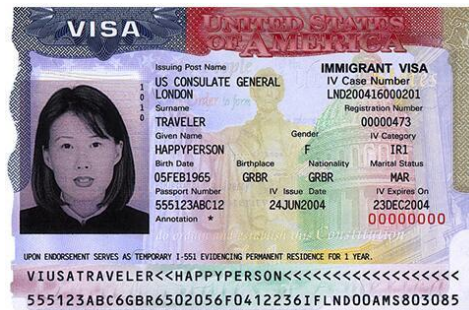
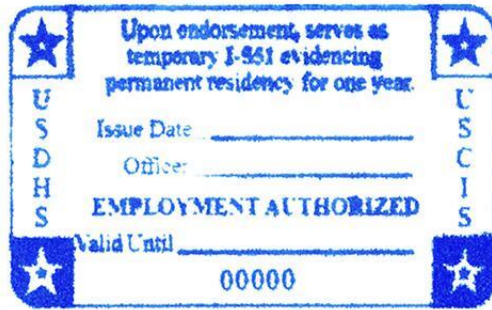
20041122 US-VISIT 20050207 MULTIPLE

See Other Side **STAPLE HERE**

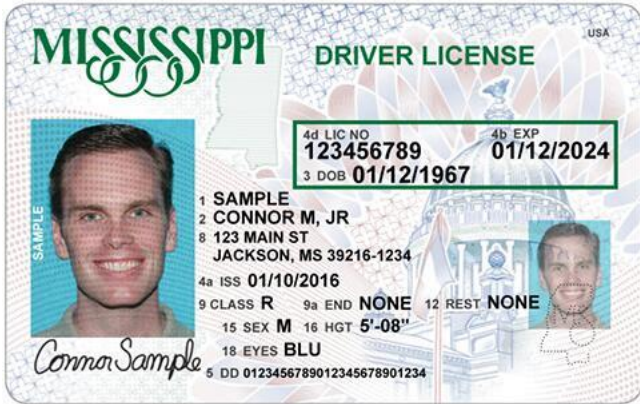
The old refugee Form I-94 (above right) was given as a paper document about the size of an index card, but now most refugees receive Form I-94 as a print-out from CBP's website (above left). The current I-94 does not have a refugee stamp on it. See this [U.S. Customs and Border Protection Fact Sheet](#) for additional information pertaining to I-94 expiration dates.

Foreign Passport Containing a Form I-551 Stamp or Form I-551 Printed Notation

A passport must contain a temporary Form I-551 stamp or [temporary Form I-551 printed notation on a machine-readable immigrant visa \(MRIV\)](#). This document is subject to reverification. Note that the MRIV is valid for one year from the date on the stamp, not from the date printed on the visa.



Driver's License or Identification Card



Asylee Foil

Note that the part in yellow highlight says, "Not a Visa. Foil prepared at DHS request." Thus, even though it says "Visa" on the top left corner and on the piece of paper, it is not actually a visa.



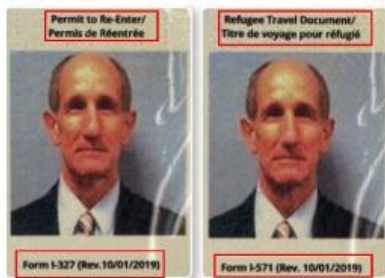
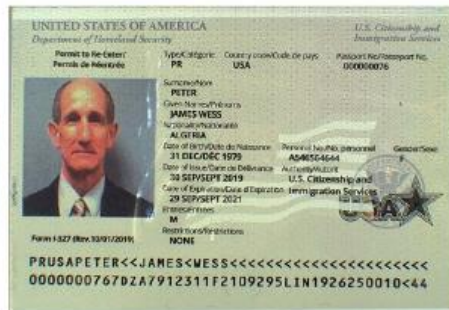
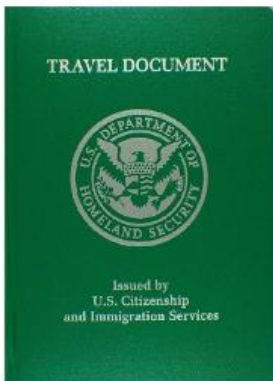
Note: Redacted Asylee Foil provided by employment service provider with permission from client, who wished to remain anonymous.

Unrestricted Social Security Card



Note: The image above is a general image of a blank Social Security card. Unrestricted Social Security cards are issued to U.S. citizens and people lawfully admitted to the United States on a permanent basis and include the person's name and Social Security number. As noted previously, restricted Social Security cards that read, "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization" are not acceptable I-9 List C documents.

Refugee (USCIS) Travel Document Form I-571



For more information, see [U.S. Customs and Border Control Publication Number 0984-1119](#).

Note regarding Amerasians: Since employment programs very rarely encounter Amerasians (one of the ORR-eligible populations), we did not include an employment documents combination table or photos of commonly held documents for that status. You can, however, find information about the documents that Amerasians are likely to possess in the "Form I-9 Accepted Documents Typically Held by ORR-Eligible Clients" table on page 4 of the Reference Guide. You can also find more information about Amerasians by visiting [ORR's Amerasians webpage](#).

Asylee I-94

DEPARTMENT OF HOMELAND SECURITY USCIS OMB No. 1651-011
 U.S. Customs and Border Protection

ASYLUM STATUS
 Granted Indefinitely
 Section 208
 Immigration and Nationality Act

Departure Record

Admission Number
 [REDACTED] 33

18. Family Name
 [REDACTED]

19. [REDACTED] 20. Birth Date (DDMMYY)
 [REDACTED]

21. Country of Citizenship
 NIGERIA

MAR 24 2021
 Signature: [Handwritten Signature]
 335 ZSF
 Officer Location
 44 0468

CBP Form I-94 (0508)
 STAPLE HERE

See Other Side

Note: After granting asylum in the United States, DHS issues a Form I-94, Arrival/Departure record, to asylees. This form will contain a stamp or notation such as "Asylum Granted Indefinitely" or the appropriate provision of the law (8 CFR 274.a.12 (a)(5) or INA 208) to show their employment authorization. An asylee can also present an I-94 with an admission of "AY." Form I-94 is an acceptable List C #7 document for the Form I-9 and does not expire. Asylees who choose to present this document must also present a List B identity document such as a state-issued driver's license.

Afghan or Ukrainian Parolee I-94



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number [REDACTED]
Most Recent Date of Entry: 2021 August 31
Class of Admission : OAR
Admit Until Date : 08/30/2023
Details provided on the I-94 information form:

Last Surname : [REDACTED]
First (Given) Name : [REDACTED]
Birth Date : [REDACTED]
Passport Number : [REDACTED]
Country of Issuance : Afghanistan

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

U.S. Customs and Border Protection
Department of Homeland Security

Note: The Form I-94 Arrival/Departure record issued to Non-Special Immigrant Parolees will have an admission class of “PAR,” “UHP,” “OAR,” or “DT.” For Afghan parolees, all I-94s must be issued between July 31, 2021, and September 30, 2023. For follow-to-join Afghan family members (spouse, child, parent, or legal guardian), the entry date may be after September 30, 2023 (but not before July 31, 2021). For Ukrainian parolees, all I-94s (not just DT) must be issued between February 24, 2022, and September 30, 2023. For follow-to-join Ukrainian family members (spouse, child, or parent, legal guardian, or primary caregiver), the entry date may be after September 30, 2023 (but not before February 24, 2022). For Ukrainian parolees, follow-to-join family members must include a primary caregiver.

Frequently Asked Questions

1. Can an employer hire a client who hasn't yet received a Social Security number (SSN), and can that client start work?

Yes! Refugees and asylees can prove work authorization using any combination of documents listed on the USCIS [Form I-9](#) (either one document from List A or a combination of one document from List B and one document from list C), and they do not need to have a Social Security number to begin working.

As stated in the U.S. Department of Justice fact sheet for employers, [Refugees and Asylees Have the Right to Work](#), “Although the Social Security Administration (SSA) and the Internal Revenue Service (IRS) require you to record an SSN for wage reporting purposes, once a worker has completed the Form I-9, the worker may start work and get paid for that work regardless of

whether the worker is still waiting for an SSN. According to IRS and SSA guidance, you can use '000-00-0000' or 'applied for' in your payroll system until the employee provides you with the SSN.”

2. Can the application letter for an SSN card be used for the I-9 or other pre-employment paperwork?

Yes! Employers may use the SSN application letter for payroll purposes, but not for the Form I-9. While the application letter for a new (first) SSN card cannot be used for the I-9, a receipt for a lost, stolen, or damaged SSN card is acceptable for 90 days from the time it is shown to an employer.

3. Can employers who use E-Verify and do background checks hire a worker without an SSN?

Yes! Some employers are under the incorrect impression that if they cannot run E-Verify (due to lack of an SSN), they cannot hire a worker. This is not the case. As stated in the [E-Verify User Manual](#) (M-775 from April 2018), “If a newly hired employee has applied for, but has not yet received an SSN (for example, the employee is a newly arrived immigrant), attach an explanation to the employee’s Form I-9 and set it aside. Allow the employee to continue to work and create a case in E-Verify using the employee’s SSN as soon as it is available.”

The question of whether an SSN is required for background checks is a more complicated one, as requiring an SSN may be allowable for some employers but not for others. But in many cases, if the client’s name and date of birth are unique enough to disambiguate them from others, it is likely possible to do a background check without an SSN. Also, the Equal Employment Opportunity Commission has [guidance](#) stating that requiring an SSN for applicants can be a type of national origin discrimination. The best thing to do in these cases is to reach out to the DOJ [Immigrant and Employee Rights Section \(IER\)](#) for guidance.

For additional information on helping clients get to work while awaiting Social Security cards, see this Switchboard blog post: [Refugees and Asylees Have the Right to Work: Busting Three Myths about Social Security Delays and Work Authorization.](#)

4. What should an employee do if there is a Tentative Non-Confirmation (TNC) alert during the E-Verify process?

The E-Verify program is used to verify employment eligibility using government databases. Sometimes information entered by the employer does not match records available to DHS and/or SSA, leading to a [Tentative Non-Confirmation \(TNC or "mismatch"\)](#). Many times, this is a result of information being incorrectly entered into E-Verify. A TNC does not necessarily mean an employee is unauthorized to work. The employer’s Human Resources (HR) staff should check their work for errors and provide a printed copy to the worker for verification.

If the employer entered information incorrectly into E-Verify, the employer must close the case and run a new E-Verify case with the correct information. If the employer did not make a mistake, the employee has eight government working days to contest the issue by calling DHS and/or visiting SSA. The employer must let the employee start or continue work and is not permitted to take any action against the worker while the TNC is being resolved.

To locate your nearest Social Security office, visit the [Social Security Administration’s office locator](#).

5. Should refugee and asylee clients provide an expiration date under "non-citizen authorized to work" in Section One of Form I-9?

No. When completing [Form I-9](#), refugees and asylees should indicate “alien authorized to work” on the fourth box and enter “N/A” on the expiration date line in Section 1 (per [Form I-9 Instructions](#)), even if they have an EAD with an expiration date. Note that employers are not allowed to ask for any identification to check Alien Registration/I-94 numbers listed in Section 1.

6. What is the “receipt rule” for refugees?

Although an individual normally must submit a document from List A or one document from List B and one document from List C, under the “receipt rule” for refugees, a refugee may meet the [Form I-9](#) requirements by presenting the Form I-94. This can be a printout from the CBP website (current format), or an index-card-sized document containing a refugee admission stamp (old format). This submission only completes the Form I-9 temporarily. Within 90 days, the refugee must provide the employer with either (1) an unrestricted Social Security card and a List B document or (2) an EAD card (Form I-766). The “receipt rule” does not apply to asylees. (See [USCIS Receipts](#).)

7. For verification (Supplement B), does an employee need to submit the same proof of identity and employment eligibility at reverification that was used in Section 2 on the initial Form I-9?

No. An employee may present any List A or List C document. For example, if an employee’s EAD card (Form I-766) has expired, the employee can choose to present documentation demonstrating work authorization, such as an unrestricted Social Security card.

8. Can an employer refuse to hire an individual because the individual’s document has an expiration date?

No. Consideration of a future employment authorization expiration date in determining whether an individual is qualified for a particular job could be an unfair immigration-related employment practice. According to the [DOJ Immigrant and Employee Rights Section FAQ](#), “Workers with temporary or continuous employment authorization may present documents with future expiration dates. Therefore, a future expiration date does not necessarily mean that a worker will not be able to work beyond the date on a document presented.”

9. Can an employee be fired because of an expired EAD card (Form I-766)?

When an employee’s EAD card (Form I-766) expires, the employee should be given a chance to show any valid List A or List C document of their choice, such as an unrestricted Social Security card. Also, if an employee has renewed their EAD card (Form I-766) and kept it under the same status (i.e., has not applied for permanent residency), there may be a [180 or 540 day extension](#).

For more information, see the [U.S. Department of Justice’s FAQs](#) related to Form I-9, documentation, and discriminatory practices.

10. What should I do if an employer has questions about whether a document is valid for Form I-9 purposes?

Encourage the employer to contact the U.S. Department of Justice Civil Rights Division’s Immigrant and Employee Rights Section (IER) by calling the employer hotline at 1-800-255-8155 and share reputable resources that address their concerns, such as those listed below. Calls to IER can be anonymous and in any language. The hotline is open Monday–Friday, 9 AM–5 PM ET.

Resources to Share with Employers

Department of Justice (DOJ)/Immigrant and Employee Rights Section (IER)

[Documentation Requirements for the Refugee Resettlement Program](#)

[How to Avoid Discrimination in the Form I-9 and E-Verify Processes](#)

Department of Homeland Security (DHS)/U.S. Citizenship and Immigration Services (USCIS)

[Website for employers about refugees/asylees](#)

Websites for employers about Ukrainian and Afghan parolees [here](#) and [here](#)

Handbook for Employers (M-274) with sections about [refugees and asylees](#), [lawful permanent residents](#), [T-visas](#), and [EAD extensions](#).

Equal Employment Opportunity Commission (EEOC)

[National origin discrimination guidance about SSN requirement](#)

[Information about background check issues](#)

Social Security Administration

[Employer Responsibilities When Hiring Foreign Workers](#)

If you have additional questions regarding the Form I-9, employment eligibility requirements, or immigration-related unfair employment practices, please contact the Immigrant and Employee Rights Section (IER) at the U.S. Department of Justice by calling the hotline number, 1-800-255-7688 (for the fastest response) or by sending an email to ier@usdoj.gov (for less urgent matters).

In addition to the federal resources listed above, another resource that may be very helpful for employers is the [U.S. Employers' Guide to Hiring Refugees](#), published by the TENT Foundation and Lutheran Immigration and Refugee Service in 2018.

Sources

Office of Refugee Resettlement (ORR), [Status and Documentation Requirements for the ORR Refugee Resettlement Program](#)

USCIS, [Form I-9 Acceptable Documents](#)

USCIS, Overview of [Refugee and Asylum](#) Statuses

USCIS, Handbook for Employers, [Refugees and Asylees](#)

ICE, [Continued Presence](#)

Acknowledgments

This Reference Guide was authored by Carrie Thiele, with editorial assistance from Daniel Wilkinson. Revisions to this toolkit were coordinated by Rishan Habte and Van Nguyen in April 2022 and by Lauren Bowden in September 2023. Switchboard would like to thank Liza Zamd at the U.S. Department of Justice Civil Rights Division’s Immigrant and Employee Rights Section for fielding our many questions, as well as the following employment service providers for sharing their perspective and expertise:

Amber Mull
International Rescue Committee

Hameed Girowal
Lutheran Social Services of the National Capital Area,
Washington, DC, Maryland, and Virginia

Hanane Ghiwane
ECDC African Community Center, Denver, CO

Hania Luna
Tahirih Justice Center, Houston, TX

Jackie Escandell
Lutheran Services Florida, Tampa, FL

Joanne Pantaleon Torres
YMCA International Services, Houston, TX

About Switchboard

Switchboard is a one-stop resource hub for refugee service providers in the United States. With the support of the Office of Refugee Resettlement (ORR), we offer tools and materials, learning opportunities, research, and technical assistance on resettlement-related topics. From employment, education, and health to monitoring and evaluation, Switchboard’s focus areas reflect real-world needs. Funded by ORR, Switchboard is implemented by the IRC. For more information, please visit www.switchboardta.org.

The IRC received competitive funding through the U.S. Department of Health and Human Services, Administration for Children and Families, Grant #90RB0052 and Grant #90RB0053. The project is 100% financed by federal funds. The contents of this document are solely the responsibility of the authors and do not necessarily represent the official views of the U.S. Department of Health and Human Services, Administration for Children and Families.