

ON YOUR SIDE

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An informative presentation from your Pre-Paid Legal District of Columbia/Maryland Provider

FROM THE DESK OF Jeffrey M. Lippman, Managing Partner

As another year passes and we welcome in 2008, it is a good time to reflect upon the year that has passed and future trends identified. I continue to be struck by the astounding numbers of people in need of legal services, many of whom never attempt to speak to an attorney. My attorneys and myself are frequently surprised when long time Pre-Paid Legal Services' members call us only after the fact, sometime significantly after a judgment or other adverse finding has been made against them in a court of law. I want to take this opportunity to remind our members that their membership contract is the best preventive medicine that they have for their legal well being. This is a life events plan and you should not hesitate to contact our firm for all matters large and small. Whether you have a minor consumer dispute with a dry cleaner or whether you are a victim in a tragic personal injury accident, our firm is able to assist you.

Obviously the need exists far beyond our membership rolls. I recently read a column written by the President of the District of Columbia Bar Association that was published in the December 2007 edition of the Washington Lawyer. The column reported that a 2003 District of Columbia Bar Foundation report found that approximately 90% of the civil needs of low to moderate income residents in the District of Columbia were not being met. Further, the Bar Foundation found that low and moderate income African American, Latino, and Asian Pacific American immigrant communities were especially impacted by a lack of civil legal representation. Those statistics are startling.

The column went on to quote the D. C. Court of Appeals Chief Judge and the Superior Court's Chief Judge who both testified how critically important it was for low to moderate income residents to have legal representation in many matters, and that challenges facing Pro Se litigants created problems for the administration of justice, and disproportionately poor results for those unrepresented individuals. The Superior Court Chief Judge reported that out of approximately 50,000 landlord tenant cases filed each year, nearly 75% were closed due to dismissal or default judgments where the defendant simply did not appear. Of the remaining 25%, 2/3 were closed by confessions of judgment or consent judgment agreements entered without regard to claims or defenses that the parties may have been able to raise at trial.

Those unrepresented individuals likely did not contact an attorney because they could not afford one. Your membership contract provides access to legal advice and depending on the situation and membership contract, your membership contract may provide civil defense trial representation, and a 25% discounted benefit is available as a failsafe. This firm has seen time and time again that many people get more positive results even without an attorney, when they have received legal advice and direction. While I do not advocate that any person appear in court without an attorney, we all know that sometimes this happens even with a Pre-Paid Legal Services contract. I have little doubt that our members have enjoyed more positive resolutions of matters when they availed themselves to our consultative benefits in advance of

critical court proceedings, even when they represented themselves.

The column I referenced above also noted that \$3.2 million was allocated in the District of Columbia, which lead to the hiring of 31 legal services attorneys. That budget needs to be renewed and continuing budgeted funds are not guaranteed. It struck me that our Pre-Paid Legal Services members enjoy access to a law firm that has more than 31 attorneys and this access is provided under their membership fees.

If any other evidence of the need for your membership contract is required, you need look no further than the Federal Trade Commission, which estimates that as many as 9 million Americans have had their identity stolen each year. Both the D.C. Bar and the FTC have unknowingly demonstrated the need for people to own a PPL policy.



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CONSUMER CORNER

It's Not Identity Theft: When Credit Reports Behave Badly

By Sonya A. Smith-Valentine, Esquire**

When a person is denied credit based upon errors in their credit report, they begin to believe that they are the victim of identity theft. However, what appears as identify theft isn't always identity theft. Frequently, the person's credit file has been mixed up by the credit bureaus.

The credit bureaus sometimes mix one person's credit information with that of another person. These mixed credit files are a frequent problem. The credit bureaus use automated matching procedures to sort out the credit information they receive from creditors. The matching system uses a mathematical algorithm that integrates certain rules determined by the credit bureaus. The credit bureaus weigh identifying information differently. For example, the same first name and a seven of nine digit social security number match will be weighed heavily. Far less weight will be given for match of a person's last name and address.

Further, the credit bureaus don't demand complete identifying information from creditors, like name, address, Social Security number and date of birth. The credit bureaus then match accounts with consumers based upon limited identifiers. This use of limited identifiers to assign accounts to a credit file makes it quite easy for the credit bureaus to assign the account to the wrong person's credit file.

Additionally, the process will allow an account to be reported to a person's credit file based upon a partial data match. This could include a partial matching name or address—for example, Jeff Franks and John Franks, or 123 First Street and 123 First Avenue. Typically, the closeness of the match between an account and existing credit files is scored and then the ac-

count is placed in the credit file with the closest match.

The more common mixes of credit information include:

- Confuse between generations with the same name (Jr., Sr., II, III, etc.)
- Family members who live at the same address
- A person who previously lived at a certain address with the person who currently lives at the address
- Public records like judgments and bankruptcies which have limited identifying information

One of the greatest problems with mixed files is that the credit bureaus refuse to institute barriers to prevent and resolve further credit inaccuracies. A mixed file is like a virus. Most consumers do not understand what is happening and, without industry knowledge, have no idea how the problem spreads. Mixed files occur because of some matching identifier (such as address) in the consumer's credit file is similar to the information listed for the account. Until that identifying information is corrected by the credit bureaus, the mix-merging will continue to happen and is likely to become worse. Even if the credit bureaus fix the problem, it can happen again. A consumer should obtain a copy of their credit reports once a year or at least 60 days before applying for credit so they can attempt to fix mistakes in time.

Mixed files are also a growing problem for collection attorneys and the innocent consumers they unwittingly sue. One of the steps a collection attorney will take before filing suit is to re-

quest a credit report from the credit bureaus. These reports often contain the broadest matched files provided by the bureaus. It is now very common for the collection attorney to receive a report with incorrect information and to thereafter sue the wrong consumer.

Mixed files are more likely to happen to persons with similar names and address or Social Security numbers. This is due to the fact that the credit bureaus do not require full identifying information from a creditor either to obtain a credit report or to furnish information to the credit bureaus. When a consumer is denied credit, this system makes it difficult for a consumer to resolve the problem. A person cannot obtain their own credit report without providing four or five matching pieces of information. Potential creditors, however, can submit only two identifiers—name and Social Security number. The credit reports that potential creditors receive are, therefore, much more prone to include information about someone else. Worse, when the consumer requests their credit report after the credit denial, the mixed or mis-merged accounts are not listed on the report they receive.

If there are mistakes on a person's credit report, they should write to the credit bureaus detailing out the errors. It is important for a consumer to document their efforts. They should keep copies of all correspondence and documents sent to and received from the credit bureaus to ensure they have preserved their rights under the Fair Credit Reporting Act. If the consumer properly notifies the credit bureaus of any errors and the information is not corrected, the consumer may have a valid claim against the credit bureaus.

*** Sonya A. Smith-Valentine is a referral attorney in the referral database with Pre-Paid Legal Services, Inc. She is a recognized expert in consumer law, especially credit reporting and collection practices matters. We are very fortunate to have her in our referral network and that she allowed this article to be re-published in our e-newsletter. The article was run in the Maryland's Bar Bulletin, a periodical published by the Bar sent to lawyers.*

Sonya A. Smith-Valentine is the owner of the Valentine Legal Group, LLC. Her practice is dedicated exclusively to helping consumers protect their rights under federal and state consumer protection laws. Ms. Valentine has filed numerous successful consumer rights cases against credit bureaus, credit card companies, banks and collection agencies for unlawful activity.

Ms Valentine received her Juris Doctor from Brooklyn Law School and her Bachelors of Science in Accountancy from Villanova University. She is admitted to practice law in Maryland, the District of Columbia, New York, New Jersey, Connecticut, the United States District Court for the District of Maryland, the United States District Court for the District of Columbia and the United States District court of Appeals for the D.C. Circuit.

Ms. Valentine has been interviewed by various newspapers and television networks on debt collection harassment, identity theft and credit reporting issues. Ms. Valentine has lectured locally and nationally on both the Fair Debt Collection Practices Act and the Fair Credit Reporting Act.

BUSINESS BRIEF

The information below is designed to help business owners and persons in management of businesses to understand certain helpful pieces of information. Should you or your company require more detailed legal assistance, please feel free to contact us to discuss any of these issues or any other legal matters.

OVERTIME Overtime rights are often confusing, and this is because the law is a bit confusing. The myth is that all salaried workers are exempt from overtime rights, but that is a misconception. There is no exemption for overtime rights if one's salary is less than \$23,660.00. Further, for all salaried employees above \$23,660.00, overtime exemptions apply to certain types of duties. The actual job duties control, not the titles themselves. Generally speaking, executives, administrative personnel that deal with daily management along with certain specialized aspects of the business, and professionals are exempt. There are also certain industry specific exemptions set by statute.

AT WILL EMPLOYMENT Most employment in the state of Maryland and the District of Columbia are considered at will. This means that an employee can be terminated at the will of the employer for no reason or even bad reasons. It also means that an employee can quit at their own will. There are certain exceptions in statute such as civil rights protections ranging from race and gender discrimination to discrimination based on age or disability. Other employees are covered by a collective bargaining agreement and have rights under that contract. Some employees have actual employment contracts which provides rights. Government employees are also typically granted certain due process rights by virtue of their status of being employed by the state. For the vast majority of at will employees, their employers often provide an employee handbook or manual. If you are an employer and supply an employee manual, you want to make sure that it is plainly stated in the manual that employment is still at will and the manual itself does not create a contract. The same applies for offer of letters for employment. If the words "at will" do not appear, there are cases that have found employment manuals and offers of letters to be considered contracts.

SEXUAL HARASSMENT The Supreme Court has outlined a good faith defense to sexual harassment claims. An employer must have a sexual harassment policy and that policy must be clearly communicated to all employees. Sexual harassment training, which addresses what is sexual harassment and the process to report sexual harassment, should be provided to all employees annually or every two years. Supervisors and managers should be especially trained. The sexual harassment policy should be provided in writing and posted. No sexual harassment claim will succeed if the employer was not aware of the situation and given a chance to investigate and correct the issue.

MARYLAND'S PRIVATE CAUSE OF ACTION Until very recently, the state of Maryland did not provide a state court action for employment discrimination matters. This changed on October 1, 2007. The Act is expected to be amended in this coming legislative term. It is important that the charge must have occurred on or after October 1, 2007 for the matter to be successfully brought in state court. Further, charges must first be filed with either the EEOC, or Maryland Commission on Human Relations, or a local agency and have been pending before that agency for 180 days. The agency need not have taken action or completed its investigation, but the matter must have been before them for 180 days. It is unclear whether this private cause of action extends to certain areas of law, such as age, sexual orientation, marital status, etc.

LOCAL LAWS Some jurisdictions have their own ordinances which have the effect of law within those areas. Enhanced protective classifications exist in Montgomery, Harford, Howard, Prince George's, and Anne Arundel counties. Local ordinances and the extent of their protections vary by county.

THE FAMILY MEDICAL LEAVE ACT The Family Medical Leave Act ("FMLA") applies to employers that have more than fifty employees within a seventy mile radius. Further, to enjoy the protection of FMLA, the employee must have been employed by the company for twelve months in the aggregate, but an employee must have worked at least 1,250 hours within the twelve months preceding the alleged wrong. It is recommended that employers create an FMLA form for personnel and human resource staff to use when notice is provided about a potential FMLA situation.

RECORD RETENTION The statute of limitations for federal civil rights violations under Section 1981 has been extended to four years. Therefore, it is recommended that employee's records be retained for four years.

EMPLOYMENT APPLICATIONS Certain items cannot be asked on employment applications. Many employers do not use employment applications, but if your company utilizes an employment application, there must be language stating that it is illegal to make an employee take a lie detector test as a condition of employment in Maryland. Please note that there are certain statutory exceptions to get this prohibition. This includes almost every public safety position, and many positions with security clearances. While an employer can ask about prior workmen's compensation claims, a prospective employee does not have to answer those questions. Generally speaking, it is a good idea to stay away from such questions unless there are clear and obvious physical requirements for the job that make such questions directly relevant. Also, questions concerning an applicant's citizenship are prohibited. There are certain questions which can be asked to obtain information to establish that an applicant can work in the United States. More discussion on this topic will follow in the section below about I-9's. It is suggested that an employer either utilize the precise language as found on the I-9 or simply rely on the I-9 to supply the answers to these questions.

PRIVACY Generally speaking, there is no expectation of privacy in the workplace. It is good employer practice to alert all employees as to this fact. There are certain exceptions such as video taping in a bathroom or changing room. Further, audio taping without consent is a criminal act under Maryland's Wiretap Statute. Video tape without audio in common areas is not considered an invasion of privacy. A notable privacy related exception is that an employer cannot obtain an employee's credit report without express authorization. However, any publically available information such as judgment reports enjoys no such protection.

IMMIGRATION CONSIDERATION An employer cannot discriminate against an employee on the basis of their immigration status. Certain security clearance positions are exempted. As noted above, employers may ask about eligibility to work in the United States, but the questions must be asked with particular language. An employer can ask the following questions:

- "Are you a U.S. citizen, permanent resident alien, temporary resident alien, applicant for temporary resident status, refugee, or asylee?"
- "Are you legally authorized to work in the United States?"
- "Will you require sponsorship for employment visa status?"

A copy of the new I-9 form and instruction sheet is attached to this e-newsletter. The government authorized these changes approximately ten years ago, but the updated forms were only recently released. The attachment is the updated form and associated documents. Employees can use the same language found on the I-9 or simply reply on the answer on the I-9 form itself.

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CONGRATULATIONS CORNER

RE: Outstanding representation

Mrs. Saxon I wanted to thank you for your outstanding representation you provided me in the traffic court. Your attention to every detail, research and outstanding knowledge, made the difference in my case. I was further impressed when the judge had to refer to a law book for reference due to your diligence. At all times, you were extremely professional, pleasant and always returned my calls. As a Banking Center Manager for Bank of America my time is very important and as a Father and Husband even more important. Because of you the case was dismissed. I still have a clean driving record and extra money to spend on my family for Christmas. This was the first time I used my Pre-Paid Legal Service and it was AWESOME! I will definitely recommend Pre-Paid Legal Services and your firm to anyone who needs legal assistance. Please pass this letter on to your supervisor and Pre-Paid Legal Services.

Thanks again.

Congratulations to Sidney S. Friedman, who was recently recognized as one of Maryland's Super Lawyers by Baltimore Magazine.

Congratulations also go to Jeffrey M. Lippman, who recently received an individual rating of A-V by Martindale Hubbell.

Dear ...,

I am writing to express my most sincere appreciation and gratitude for the assistance provided recently by one of your attorneys, Mr. William Brooke. I called in reference to an imminent Sale In Lieu of Partition in my home and specifically, a Summary Judgment hearing on that matter. I had been informed by many that the process was all but a formality and the Summary Judgment was all but assured without my ability to stop it.

However, not to be deterred, I called your office and spoke with Mr. Brooke. As I was handling the case pro se, I needed to clearly understand not only what I was up against legally, but the strategic and technical aspects as well.

Mr. Brooke was extremely patient, walked me through the legal hurdles I was facing and brought forth the arguments I needed to make. I had good answers to the issues, and he helped me develop them. He laid out the Courtroom procedure I was likely to encounter and made sure I was prepared. He further assisted my in the language I needed to use to properly respond.

I walked into Court, fully prepared, confident, knowledgeable enough of the process, and clam. The end result was a near total victory; I defeated the Summary Judgment motion, the SILOP was effectively cancelled, and I obtained a new hearing date to enforce and agreement requiring my 'ex' to retain the house, keeping all bills current. This was EXACTLY what I was trying to accomplish.

While I have been a Pre-Paid member for many years, I have to admit this is the most full satisfied I have been with all my encounters with your attorneys. This level of legal services is exactly what I am looking for in my membership. I have been 'bragging' about this success—and Pre-Paid's role— to everyone who will listen.

Please express my deepest that to Mr. Brooke and I hope you will share this letter with him as well.

Sincerely yours,

BUSINESS BRIEF

Continued from Page 3

I-9 RECORD KEEPING Employers should make an I-9 checklist for their personnel and human resource staff. Certain information must be obtained in an I-9 and recorded without abbreviation and in a legible form. It is recommended that I-9s are kept separate from other records, but keep the documents which support the I-9 stapled together with the I-9 for each respective employee. I-9s must be retained for three years after the date of hire, or one year post-date of termination, whichever is longer. It is a good idea to have an active employee binder for I-9's as well as a terminated employee binder and to note the employee's termination date in both the I-9 file and the general personnel file. Since the government has a right to review all records if they do an I-9 raid, keeping I-9 records separate from all other personnel records avoids the government from overstepping its review.

BACKGROUND INVESTIGATIONS/CREDIT REPORTS More and more employers are doing background investigations for a variety of reasons. This is to verify education and employment history, credit histories, driving history, etc. Some employers also use background investigations for security reasons including financial and protection of other employees and customers. All public information is fair game in a background check. For a credit report to be researched, the employee/applicant must give their express authorization. Employers are strongly recommended to get this authorization signed in writing. If a prospective employee is denied due to the poor credit report and the applicant must be given the opportunity to act before any final adverse decision can be made. Also note that in Maryland expunged criminal events are not required to be disclosed by employees and prospective employees, and failure to disclose an expunged event cannot be the reason for a denial of employment or termination of employment.

Instructions

Please read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

Filling Out the Form I-9

Section 1, Employee: This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer: For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, **Section 2** must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

Section 3, Updating and Reverification: Employers must complete **Section 3** when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in **Section 1**. Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
 1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C);
 2. Record the document title, document number and expiration date (if any) in Block C, and
 3. Complete the signature block.

What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, and completing the form, 9 minutes; 2) assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A _____
- An alien authorized to work until _____
(Alien # or Admission #) _____

Employee's Signature	Date (month/day/year)
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Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
	OR	AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. 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	2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (<i>Form I-197</i>)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)