



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# I-9 IMMIGRATION DOCUMENTATION

Must print in Black or Blue ink ONLY

| Employee ID | Last Name, First Name | Department |
|-------------|-----------------------|------------|
|-------------|-----------------------|------------|

At the time of hire, County employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

You have presented the department with:

- An Interim Driver License or Identification Card
- A receipt showing application for a duplicate Social Security Card
- Other: \_\_\_\_\_

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You must supply the original document(s) to your department payroll clerk by \_\_\_\_\_ or be terminated.

You must call \_\_\_\_\_ if you do not receive the above document(s) **within 90 days** from date of hire.

Your prompt attention to this matter is needed.

| Payroll Specialist Name (Print) | Department | Telephone | Date |
|---------------------------------|------------|-----------|------|
|---------------------------------|------------|-----------|------|

This document/form incorporates use of e-signature(s) in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

DISTRIBUTION: Original – Employee  
 Copy – Department File  
 Copy – EMACS HR 0030