



Form I-9 Distribution/Collection Process to Begin May 6

With the offer letter process complete, we are now ready to begin the second major component of transitioning the workforce from CHBWV to WVCA: collection of required federal Form I-9s for employment verification.

Completing the Form I-9 and providing the necessary identification documents is a condition for continued employment for WVCA employees. It is a requirement, regardless of your years of service with CHBWV, previous experience at WVDP, or security clearance level. In order to verify eligibility for employment, you must 1) complete a Form I-9 and 2) provide the necessary form(s) of identification. Please read the following instructions carefully for additional details.

Requirements

1. Employees will need to pick up an I-9 form at your respective location on May 6 or 7 according to the schedule below, and the completed forms will be collected during the following two weeks.
2. When you bring back your filled-out forms (see schedule below), you will need to bring original forms of identification such as a current U.S. Passport, valid driver's license, social security card, certified or original birth certificate, an HSPD-12 badge, and/or other options on List A, B and C shown on page 2 of this bulletin. PLEASE READ THAT PAGE CAREFULLY TO ENSURE YOU BRING THE NECESSARY FORM OR FORMS OF IDENTIFICATION.
3. You will meet with WVCA Human Resources staff on one of the dates May 12-21 below so that the staff can verify the identification documents and complete the verification process.

Form I-9 Distribution and Collection Schedule	
Pick Up Blank Form I-9s	
Tuesday, May 6, 6:00 am to 9:00 am	Guard House
Wednesday, May 7, 6:00 am to 9:00 am	AOC, Conference Room 1
Drop Off Form I-9s With Section 1 Completed and Produce Required Documentation	
Monday, May 12, 9:00 am to 2:00 pm	Guard House
Tuesday, May 13, 1:00 pm to 6:30 pm	Guard House
Wednesday, May 14, 9:00 am to 12:00 pm	AOC, Conference Room 3
Thursday, May 15, 1:00 to 6:00 pm	AOC, Conference Room 3
Tuesday, May 20, 1:00 pm to 6:30 pm	Guard House
Wednesday, May 21, 2:00 pm to 6:00 pm	AOC Conference Room 3

Additional Tips & Instructions

1. Please fill out only Section 1 of the form ahead of time. HR will complete the remaining parts of the form.
2. The verification process takes only a few moments.
3. Please double-check the expiration dates of documents where applicable. No expired identification documents will be accepted.
4. Many employees at WVDP have HSPD-12 badges. As the information on page 2 of this newsletter shows, an HSPD-12 badge satisfies a List B item, but a List C item **MUST** accompany the badge in order to complete the verification process.

In the limited cases where employees are unable to pick up their forms and meet with HR on these dates, you should contact WVCA via email to info@westvalleycleanup.com or call 434.347.3110 to make separate arrangements.



Document(s) for Employment Verification

Everyone's situation may be different in terms of which documents are most convenient to provide. Please refer to the chart below in deciding which documents to provide to HR.

- One option is to present one selection from List A only.
- The other option is to present two forms of identification: one from list B and one from list C.

One selection from List A

-OR-

One selection from List B and one selection from List C

LIST A Documents that Establish Both Identity and Employment Authorization		OR	LIST B Documents that Establish Identity		AND	LIST C Documents that Establish Employment Authorization	
1. U.S. Passport or U.S. Passport Card			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, sex, height, eye color, and address			1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
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, sex, height, eye color, and address			2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa			3. School ID card with a photograph			3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal	
4. Employment Authorization Document that contains a photograph (Form I-766)			4. Voter's registration card			4. Native American tribal document	
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.			5. U.S. Military card or draft record			5. U.S. Citizen ID Card (Form I-197)	
			6. Military dependent's ID card			6. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
			7. U.S. Coast Guard Merchant Mariner Card			7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.	
			8. Native American tribal document				
			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				
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI							
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.							
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.		OR	Receipt for a replacement of a lost, stolen, or damaged List B document.			Receipt for a replacement of a lost, stolen, or damaged List C document.	