



Employee Tip Sheet

DOCUMENTS YOU NEED TO PROVIDE

Should I bring a . . . Driver’s License? . . . Social Security Card? . . . Birth Certificate?

Most newly-hired individuals bring a driver’s license and Social Security Card to satisfy statutory requirements that the District must verify the identity of each employee hired. There are, however, other documents you can use. This sheet has been prepared to help you understand our document presentation requirements and what is needed by when.



GENERAL REQUIREMENTS

- All presented documents must be originals. Photocopies are not acceptable.
- Documents such as a driver’s license or passport must be valid, i.e., current, not expired.
- The name on any document you present must be the same as the name you write on the District’s Information Certification (LACCD HR-1) and Department of Homeland Security Employment Eligibility Verification (I-9). If the names on the documents you present are not the same, you must also present evidence of the change such as a marriage license or court order.
- If you do not have a required document, you must present proof you have applied for the document within ten (10) days of your start date. You must then present the document upon its receipt. Your personnel office will make a photocopy of the documents you present. These copies are forwarded to the District Office and remain part of your personnel file and are subject to audit.

SPECIFIC REQUIREMENTS

The chart below summarizes what you need to provide and when. If you have additional questions about these requirements, please contact your location personnel office.

NEW EMPLOYEE DOCUMENTS PRESENTATION REQUIREMENTS ¹			
WHAT IS NEEDED	USED WITH	WHEN TO PROVIDE	REQUIREMENT
Social Security Card	W-4 Employer’s Withholding Allowance Certificate	No later than first day of work. ²	<ul style="list-style-type: none"> Must be issued by Social Security Administration and signed by you. Cannot contain phrase “not valid for employment purposes” Cannot be laminated or a plastic or metal replica.
If you don’t have a California Driver’s license, select from the I-9 List of Acceptable Documents: <ul style="list-style-type: none"> Column A or Column B and C 	I-9 Employment Eligibility Verification (Go to Page 3)	Within three (3) business days of first day of work. ²	<ul style="list-style-type: none"> If birth certificate is used, it must be issued by a state, county, or municipal authority and bear a seal or other certification. A certified copy of the birth certificate is acceptable.
<u>One</u> valid photo identification: <ul style="list-style-type: none"> State-issued driver’s license or identification card Passport Resident Alien Card / Permanent Resident Card / Alien Registration Receipt Card Military card 	Fingerprinting: Request for Live Scan Service <i>Applicant Submission</i> (3-part paper form: obtain from Location Personnel Office)	When fingerprints are taken. ³	<ul style="list-style-type: none"> Student / employee / membership cards cannot be used for fingerprinting purposes.

¹ Failure to provide required documents within specified timelines can result in termination of your assignment and/or delay in processing your “paycheck.”
² Present to your location personnel office.
³ Present at the Live Scan facility designated by your location personnel office.