

TRIDENT

VOS INSTRUCTION LETTER 07-04 NEW I-9 FORM

TO: Trident Workforce Investment Area Contractors and Staff

ISSUANCE DATE: December 28, 2007

EFFECTIVE DATE: Immediately

SUPERSEDES: N/A

SUBJECT: New I-9 Form


PURPOSE: To transmit VOS Instructions for New I-9 Forms.

BACKGROUND: See attached Instruction Letter

POLICY: See attached VOS Instruction Letter 07-04

PROCEDURES:

See attached VOS Instructions



Ronald Mitchum, Executive Director
BCDCOG

June 27, 2012

Date



Mark Sanford
Governor

SOUTH CAROLINA
DEPARTMENT OF COMMERCE

Joe E. Taylor, Jr.
Secretary

SC VOS INSTRUCTION NUMBER: 07-04

TO: Local Workforce Investment Area Administrators
Workforce Development Staff, IT Staff


SUBJECT: New I-9 Form

ISSUANCE DATE: December 28, 2007

EFFECTIVE DATE: Immediately

A new I-9 form has been issued by the US Citizenship and Immigration Services agency. Accordingly, WIA staff will need to incorporate the new form in determining citizenship and right to work eligibility. Please copy and distribute the attached I-9 VOS Instruction page and replace page 6 in your VOS manuals. In addition, the VOS "Verify Citizenship" dropdown box will be updated to reflect the new form.

If you have any questions concerning this matter, please contact Steve Schubart at (803) 737-3839 or email sschubart@sccommerce.com.


Margaret Forrey
Deputy Secretary for Workforce

Attachment

MT/ss

I-9 Documentation

If the applicant cannot provide a document from the list on the WIA application, then the applicant must provide documents from the table below:

One (1) Document from List B AND One (1) Document from List C

List B	List C
DOCUMENTS THAT ESTABLISH IDENTITY	DOCUMENTS THAT ESTABLISH EMPLOYMENT ELIGIBILITY
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	U.S. Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)
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	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
School ID Card with a photograph	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.
Voter's Registration Card	Native American tribal document
U.S. Military Card or Draft Record	U.S. Citizen ID Card (Form I-197)
Military dependent's ID card	ID Card for use of Resident Citizen in the United States (Form I-179)
U.S. Coast Guard Merchant Mariner Card	Unexpired Employment Authorization Document issued by the INS
Native American tribal document	
Driver's License issued by a Canadian government authority	
For Persons under the age of 18 who are unable to present a document listed above:	
School Record or Report Card	
Clinic, Doctor, or Hospital Record	
Day-Care or Nursery School Record	