

## **Instructions for New Employees:**

Welcome to the City of Arlington! At any point, you can call Human Resources at 817-459-6868 for assistance and questions.

### **Report to Human Resources at your scheduled time.**

- ✓ You must be on time when reporting to Human Resources to finish processing and verify your Form I9 documents (information is in the packet).
  - The Human Resources office is located at 500 East Border Street 7th Floor Arlington, TX 76010 (inside the Chase Building). For questions, please call 817-459-6868.
  - *This process should take between 30 to 45 minutes. If you arrive early or late, you may be asked to wait until staff become available.*

**CITY OF ARLINGTON**  
**BADGE PICTURE INSTRUCTIONS AND REQUIREMENTS**

- Must be a current photo
- Stand in front of a plain light background.
- Make sure you have proper lighting.
- Face the camera directly to provide a full-face photo. — selfies aren't acceptable.
- Make sure your photo meets all the requirements in regard to your expression, pose, hair, etc. (details below).
  - Hair should be well groomed
  - A neutral expression or smile is acceptable
  - Cannot have on sunglasses or hats.
  - Head coverings due to religious beliefs are acceptable

Once you have taken the photo, please email the photo to: [newemployeeinfo@arlingtontx.gov](mailto:newemployeeinfo@arlingtontx.gov)

**Subject:** Your First and Last Name **(as it is listed on your current social security card)**



## **CITY OF ARLINGTON**

### **NEW EMPLOYEE PROCESSING PROCEDURE**

#### **INSTRUCTIONS TO NEW PART-TIME OR SEASONAL EMPLOYEES:**

Welcome to the City of Arlington! If you have not done so already, please call Human Resources at 817-459-6868 to schedule a time to complete your I9 and new employee paperwork on your first day. You will report to 500 E. Border Street 7th Floor Arlington, TX 76010 (inside the Chase Building).

#### **YOU ARE REQUIRED TO ARRIVE WITH THE FOLLOWING MATERIALS IN HAND:**

✓ **Your documentation that will establish both identity and employment eligibility.**

Please refer to the “List of Acceptable Documents” located within this packet for a list of acceptable documentation. Prospective employees who do not have these documents must obtain a replacement before being hired. If a receipt is presented, you must bring in the actual document once received.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

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
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.</p> </li> </ol>

### Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>
--	----	---	---

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.