



## Tips for Entering Driver's Licenses and ID Cards in E-Verify

Driver's licenses and ID cards issued by U.S. states or outlying possessions are among the acceptable List B documents for Form I-9. The document name and issuing state determine what information is collected by E-Verify so it's important you enter the correct information.

1. When prompted to select which List B and C documents the employee presented, select "Driver's license or ID card issued by a U.S. state or outlying possession" when an employee has presented a U.S. driver's license or ID card as a List B document for Form I-9.

Driver's licenses and ID cards are documents usually issued by a state department of motor vehicles or similar agency. A driver's license or ID card may be issued by a U.S. state or outlying possession (including the District of Columbia, Puerto Rico, U.S. Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands).

The screenshot shows the 'Verify Employee' interface. At the top, there are three steps: 'Enter Form I-9 Information' (highlighted in blue), 'Verification Results', and 'Close Case'. Below the steps, the question asks: 'What List B and C documents did the employee present for Section 2 of Form I-9? Select one from each column, then click Continue.' There are two columns: 'List B Documents' and 'List C Documents'. In the 'List B Documents' column, the first option, 'Driver's license or ID card issued by a U.S. state or outlying possession', is selected with a radio button and is highlighted with a red box. Other options include 'ID card issued by a U.S. federal, state or local government agency', 'School ID card', 'Voter registration card', 'U.S. military card or draft record', 'Military dependent's ID card', 'U.S. Coast Guard Merchant Mariner Card', 'Native American tribal document', 'Driver's license issued by a Canadian government authority', 'School record or report card (under age 18)', 'Clinic, doctor or hospital record (under age 18)', 'Day-care or nursery school record (under age 18)', 'Minor under age 18 without a List B document', and 'Special Placement'. The 'List C Documents' column includes 'Social Security Card', 'Certification of Birth Abroad (Form FS-545)', 'Certification of Report of Birth (Form DS-1350)', 'U.S. birth certificate (original or certified copy)', 'Native American tribal document', 'U.S. Citizen ID Card (Form I-197)', 'ID Card for Use of Resident Citizen in the United States (Form I-179)', and 'Employment authorization document issued by the U.S. Department of Homeland Security'. At the bottom, there are 'Back' and 'Continue' buttons.

List B Documents	List C Documents
<input checked="" type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession	<input checked="" type="radio"/> Social Security Card
<input type="radio"/> ID card issued by a U.S. federal, state or local government agency	<input type="radio"/> Certification of Birth Abroad (Form FS-545)
<input type="radio"/> School ID card	<input type="radio"/> Certification of Report of Birth (Form DS-1350)
<input type="radio"/> Voter registration card	<input type="radio"/> U.S. birth certificate (original or certified copy)
<input type="radio"/> U.S. military card or draft record	<input type="radio"/> Native American tribal document
<input checked="" type="radio"/> Military dependent's ID card	<input type="radio"/> U.S. Citizen ID Card (Form I-197)
<input type="radio"/> U.S. Coast Guard Merchant Mariner Card	<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)
<input type="radio"/> Native American tribal document	<input type="radio"/> Employment authorization document issued by the U.S. Department of Homeland Security
<input type="radio"/> Driver's license issued by a Canadian government authority	
<input type="radio"/> School record or report card (under age 18)	
<input type="radio"/> Clinic, doctor or hospital record (under age 18)	
<input type="radio"/> Day-care or nursery school record (under age 18)	
<input type="radio"/> Minor under age 18 without a List B document	
<input type="radio"/> Special Placement	

2. If you select that the employee presented a U.S. driver's license or ID card, E-Verify will prompt you to select whether the document is a driver's license or ID card as well as the state that issued it. It is very important that you select the correct document name so E-Verify can locate the record and verify the employee's document when applicable.

Driver's licenses include driving permits, commercial driver's licenses or similar documents that include driving privileges.

In most states, driver's licenses and ID cards look alike and are issued by the same agency with similar requirements. The main difference is that ID cards don't include driving privileges, but both driver's licenses and ID cards are acceptable List B documents for Form I-9. While they may look similar, it's important that you distinguish an ID card from a driver's license and select the correct document name in E-Verify.

There are commercially available guides to driver's licenses and ID cards that may help you identify documents from various states and other issuing authorities. For states that participate in the Records and Information from DMVs for E-Verify (RIDE) program, you can access state-specific fact sheets in the Essential Resources section of E-Verify.

**Verify Employee**

Enter Form I-9 Information → Verification Results → Close Case

Select the document name and state, then click **Continue**. \* - required

\* Document Name ?  
 Driver's license  
 ID card

\* Document State ?  
Mississippi

Back Continue

- E-Verify will prompt you to enter information from the employee's driver's license or ID card. You must provide the document expiration date for any U.S. driver's license or ID card that contains one. You must also enter the document number for any driver's license or ID card issued by a state that participates in the RIDE program.

The location of the document number and expiration date may vary depending on the issuing authority.

The document number must be between eight and 14 alphanumeric characters (letters and numbers). You may not enter any special characters. Enter the document number in the field circled in red below.

As of April 3, 2009, all documents presented by an employee for Form I-9, which include driver's licenses and ID cards, must be unexpired.

While most driver's licenses and ID cards contain an expiration date, some do not. If the document does not have an expiration date, you must check the box 'This document has no expiration date.' You may NOT check this box if the document contains an expiration date. Select the document expiration date in the fields circled in blue below.

**Verify Employee**

Enter Form I-9 Information    Verification Results    Close Case

Enter the employee's Form I-9 information, then click **Continue**. \* - required    Click any ? for help

* Last Name ? <input type="text"/>	* First Name <input type="text"/>	Middle Initial <input type="text"/>
Maiden Name <input type="text"/>	* Date of Birth Month ▾ Day ▾ Year ▾	* Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/>
Citizenship Status A citizen of the United States	Document Name ID card	Document State Mississippi
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	* Document Expiration Date ? Month ▾ Day ▾ Year ▾ <input type="checkbox"/> This document has no expiration date	
* Document Number ? <input type="text"/>	* Hire Date ? Month ▾ Day ▾ Year ▾	Employer Case ID ? <input type="text"/>

**Back**    **Continue**