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).

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**

3. 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.