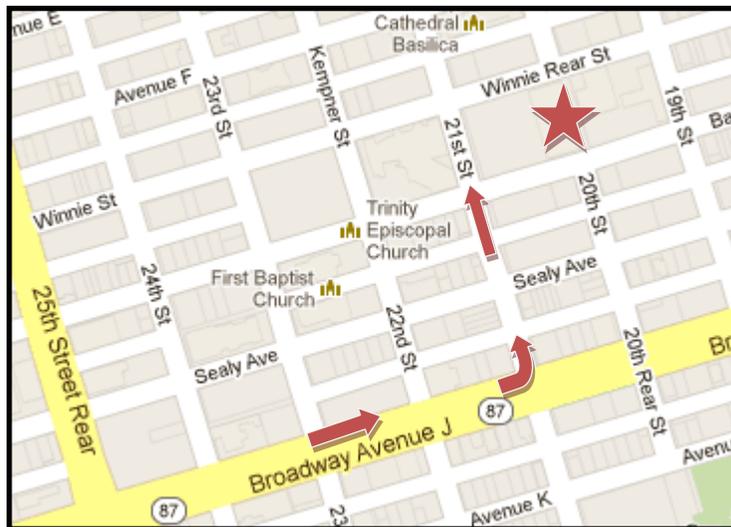


Welcome to Galveston County!

New Employee Orientation Requirements

**Human Resources Department
Old Courthouse
722 Moody (21st) 3rd Floor
Galveston, TX 77550
409-770-5418**

**Mondays
Appointment Only
1:00 – 5:00pm**



THE FOLLOWING IS REQUIRED AT ORIENTATION

If you do not have the following information, you will be rescheduled and employment could be delayed
Payroll and benefits cannot be processed with incomplete paperwork

Employee Information

- ✓ **I-9 Documents**
List of acceptable documents printed on back of this sheet
- ✓ **Social Security Card**
For payroll verification purposes
Located at 2835 Gulf Freeway South in League City (Zip 77573) Phone: 1-866-299-3254
If you do not have your card, Social Security Administration will order a replacement free of charge. Bring receipt with you to orientation showing a replacement has been ordered; make sure your social security number shows up on the receipt. Once you have received your replacement card you will need to provide a copy to Human Resources.

Beneficiary and Dependent Information

- ✓ Full, Legal Name
- ✓ Address complete with zip code
- ✓ Date of birth
- ✓ Social Security Number (no proof is required)
- ✓ Phone number
- ✓ Relationship to you

Direct Deposit Information

- ✓ Bank or Credit Union name, address, and phone number
- ✓ Voided check or other documentation from your bank or credit union listing routing and account number
- ✓ Incorrect information will cause a delay of two more days to have pay reissued by the Treasurer's Office

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

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

<p align="center">LIST A</p> <p align="center">Documents that Establish Both Identity and Employment Authorization</p>	<p align="center">OR</p>	<p align="center">LIST B</p> <p align="center">Documents that Establish Identity</p> <p align="center">AND</p> <p align="center">LIST C</p> <p align="center">Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p>(1) NOT VALID FOR EMPLOYMENT</p> <p>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p> <p>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status 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.</p>	<p>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</p> <p>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</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p align="center">For persons under age 18 who are unable to present a document listed above:</p>	<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p> <p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p>5. Native American tribal document</p> <p>6. U.S. Citizen ID Card (Form I-197)</p> <p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
<p>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</p>	<p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	<p>8. Employment authorization document issued by the Department of Homeland Security</p>