

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER

955 Liberty Drive
Lancaster, OH 43130
614-653-3193

TO: All New Prospective Substitute Teachers for Fairfield County Schools

FROM: Bobbi J. Williams, Secretary
Certification/Substitute Teacher Dept.

RE: Requirements of the Immigration Reform and Control Act of 1986
(I-9 Information Sheet)

Due to the provisions of the above act, we must verify employment eligibility for all new substitute teachers. In order for you to comply with the provisions of this law you will need to come to our office, **in person**, and bring with you one document from **List A** or one

document from **List B** and one document from **List C**. **Do not send copies.**

List A (One required)

1. U.S. Passport.
2. Certificate of U.S. Citizenship.
3. Certificate of Naturalization.
4. Unexpired foreign passport with attached Employment Authorization.
5. Alien Registration Card with photograph.

OR

(One required from **List B** and **List C**)

List B

1. State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes.
2. U.S. Military Card.

List C

1. Original Social Security Number Card (other than a card stating it is not valid for employment).
2. Birth Certificate bearing seal or Certification.
3. Unexpired INS Employment Authorization. Specify Form.

In order to substitute in our schools, this requirement must be met by any new substitute employed after June, 1987. If you do not meet this requirement, you will not be certified to be a substitute teacher in the Fairfield County Schools.

Revised: 7-14-03