



2194 EMORY STREET N.W. \* P.O. BOX 1527  
 COVINGTON, GEORGIA 30015

Phone: (770) 385-2000  
 Fax: (770) 385-2060

Fleeta Baggett - Mayor  
 E.F. (Tres) Thomas, III - City Manager

## WHAT TO BRING ON YOUR FIRST DAY

### **Bank information** for direct deposit (*may have up to 3 different accounts*)

- Routing number
- Account number

### **For I-9 documentation** – (*copies are **not** accepted per compliance of I-9 requirements*)

#### **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	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card  2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa  4. Employment Authorization Document that contains a photograph (Form I-766)  5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (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.  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	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  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  3. School ID card with a photograph  4. Voter's registration card  5. U.S. Military card or draft record  6. Military dependent's ID card  7. U.S. Coast Guard Merchant Mariner Card  8. Native American tribal document  9. Driver's license issued by a Canadian government authority  <b>For persons under age 18 who are unable to present a document listed above:</b>  10. School record or report card  11. Clinic, doctor, or hospital record  12. Day-care or nursery school record	1. A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION  2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)  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  4. Native American tribal document  5. U.S. Citizen ID Card (Form I-197)  6. Identification Card for Use of Resident Citizen in the United States (Form I-179)  7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .  The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.	



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**For I-9 documentation (continued)**

<b>Acceptable Receipts</b> May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see <a href="#">the M-274</a> .		
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• <u>Form</u> 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	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>
		<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

**For Benefits (Medical, Dental, Vision etc.)**

*Eligible coverage available for Employee/Spouse/children/qualifying dependents you will need:*

- Date of Birth for all eligible dependents
- Social Security number for all eligible dependents

**Life Insurance Policies Information for Beneficiaries**

You will need to designate a primary beneficiary and a contingent beneficiary for the city paid life insurance. (more details during orientation)

- Please have complete Names/Address/Date of Birth for all beneficiaries

**Contact Information**  
 Human Resources Department  
 Main telephone: 770-385-2025  
 Human Resources email: [hrdept@cityofcovington.org](mailto:hrdept@cityofcovington.org)