

## NEW document numbers from the I-551 and the I-766 documents

Dear Student- Employees E-Verifiers,

The Department of Homeland Security made a change in the document number to be entered on the electronic I-9 when an employee presents his/her PERMANENT RESIDENT Card (I-551) or I-766 (Employment Authorization Document).

Please be advised that as of December 3, 2010, all HireRight customers, no longer can use the Alien # in place of the Document # when completing Section 2 of the I-9.

When entering in an I-551 (Permanent Resident Card) or I-766 (Employment Authorization Document) you have to enter in a 3 letter + 10 digit number, **located in the first line below the picture- starting in the middle of the line**. I have attached the job aide for the E-Verify Photo Tool which details this information as well as provides examples of these cards and where to locate the document number on each of these documents.

The Office of Student Employment is currently updating the Office of Student Employment Electronic I-9/E-Verify User Guide to include these instructions. In the meantime, please follow the steps below when a student presents an I-551 (Permanent Resident Card) or I-766 (Employment Authorization Document).

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### Description of Problem:

Alien # should be entered in Section 1 and Document # should be entered in Section 2 for I-551 & I-766 Documents

### Instructions to Submit Form Correctly:

Step 1. Enter Alien # in Section 1 – Alien # format is A + 9 digits (same rule applies for both Lawful Permanent Resident and Alien Authorized to Work)

#### Citizenship Status

I attest, under penalty of perjury, that I am (select one of the following): \*

- Citizen of the United States
- Noncitizen national of the United States
- Lawful Permanent Resident (Alien # Required)
- Alien #
- Alien Authorized to Work (Alien # or Admission # required)
- Alien Authorized to Work  
(Alien # or Admission #  
required) until  /  /
- Type:  Alien #  Admission #
- Alien # or Admission #

Step 2. Enter Document # in Section 2 – Document # format is 3 letters + 10 digits for both I-551 and I-766

\*\*\*This is where users may be mistaken and trying to enter Alien # twice.

Example of Form I-551 in Section 2:

List A
List B & C

Document A

Document Title:

Issuing Authority: \*

Document #: \*

Expiration Date (if any): \*  /  /

Document #:

Expiration Date (if any):  /  /

Please note that you must make and retain a photocopy of the I-766 or I-551 if either of these documents are presented by the employee.

This is where Document # is located for Permanent Resident card (I-551):

### Permanent Resident Card

The Permanent Resident Card, Form I-551, was first introduced in December 1997, and the latest version of the card was introduced in November 2004. A sample of each card is displayed below with the card number circled in red. Enter the entire number including letters.



Example of Form I-766 in Section 2:

**Document A**

Document Title:

Issuing Authority: \*

Document #: \*

Expiration Date (if any): \*  /  /

Document #:

Expiration Date (if any):  /  /

**Please note that you must make and retain a photocopy of the I-766 or I-551 if either of these documents are presented by the employee.**

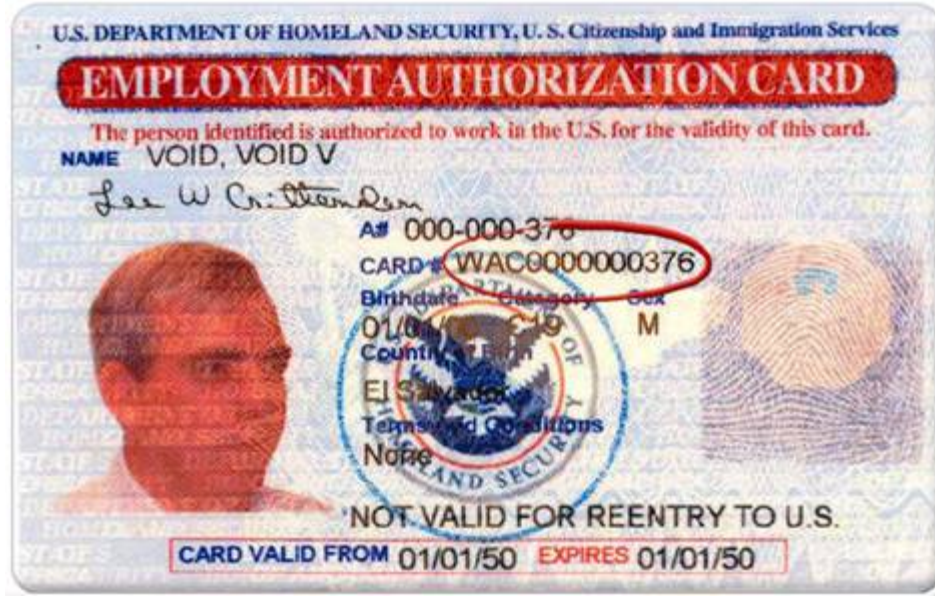
This is where Document # is located for Employment Authorization card (I-766):

**Employment Authorization Card**

The Employment Authorization Card, Form I-766, was first introduced in January 1997, and the latest version of the card was introduced in May 2004. A sample of each card is displayed below with the card number circled in red. Enter the entire number including letters.



Card is enlarged – Document # (shown as Card #) is displayed below Alien #



Thank you and have a wonderful day!

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Make sure to visit [www.miami.edu/ose](http://www.miami.edu/ose) for important information, guidelines, policies and procedures.

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