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July 31, 2025

SN (10)

**JOINT WIOA BULLETIN NO. 04-25**

**TO:** WIOA Partners and WDD Staff  
**FROM:** Maricar Pilotin-Freitas, Administrator  
Workforce Development Division  
**SUBJECT:** Work Authorization Verification

A handwritten signature in blue ink, reading "Maricar Pilotin-Freitas".

**PURPOSE**

The purpose of this bulletin is to provide direction regarding work authorization verification for grant programs administered by the Employment and Training Administration (ETA).

**POLICY**

All participant-level services provided under ETA-administered programs will require work authorization verification before service delivery. This ensures resources support only those legally allowed to work. All verification documents must be uploaded to the participant's file. Additionally, all currently active participants that do not have documents in their file will need to be notified to provide documents as soon as possible.

WDD Employment Service providers must verify work authorization for individuals who otherwise meet participant eligibility requirements prior to delivering participant-level services. Work authorization must be verified by submission of documentation with a unique identifier or "verifiable enumerator".

Some examples of acceptable documents for Employment Eligibility Verification (Form I-9) include:

- An unrestricted Social Security card
- Form I-551 – Permanent Resident Card (informally called “green card”)
- Form I-765 – Employment Authorization Document
- U.S. birth certificate
- U.S. Passport

The I-9 form may be provided to since the “Lists of Acceptable Documents” on the form lists the acceptable type of documents the individuals may use to demonstrate work authorization. The individual is not required to complete the I-9 form.

If an individual certifies that they are a non-citizen or if an individual’s documentation indicate that they are a non-citizen, valid work authorization and immigration status can be verified through the U.S. Citizenship and Immigration Services’ Systematic Alien Verification for Entitlements (SAVE). SAVE is an online service for registered, federal, state, territorial, tribal and local government agencies to verify U.S. citizenship and immigration status of applicants seeking benefits.

The above requirements reference verifying work authorization prior to delivering participant-level services, in the event an existing participant does not provide work authorization.

### **EFFECTIVE DATE**

This bulletin is effective immediately.

### **INQUIRIES**

Inquiries regarding this bulletin may be directed to Ms. Dawn Berger, [Dawn.N.Berger@hawaii.gov](mailto:Dawn.N.Berger@hawaii.gov).

### **REFERENCES**

- Form I-9 Acceptable Documents USCIS
- TEGL 10-23 Change 2 U.S. Department of Labor

## 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	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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, sex, height, eye color, and address</li> <li>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, sex, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li>For persons under age 18 who are unable to present a document listed above:</li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol>
<p style="text-align: center;"><b>Acceptable Receipts</b></p> <p style="text-align: center;">May be presented in lieu of a document listed above for a temporary period.</p> <p style="text-align: center;">For receipt validity dates, see the M-274.</p>			
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form 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	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.