

CAO CONTRACTOR EMPLOYMENT ELIGIBILITY VERIFICATION FORM

The Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a) requires that **employers** verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

The United States Capitol Police (USCP) Form CP-491 (01/14) REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS requires that requesting organizations validate the completion of the Form I-9's and work eligibility for all individuals being submitted for a check of criminal history. The purpose of this form is to verify that the contracting organization (employer) has fulfilled its obligation under the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a), pertaining to the individual who is identified on this form in preparation for completing the United States Capitol Police check of criminal history.

Individual Information		
(This section must be fully completed by a company representative/point of contact.)		
The following information is specific to the individual who is being submitted for a criminal history records by the United States Capitol Police (USCP) on behalf of the Office of the Chief Administrative Officer. Contractors/ Vendors will not be processed for a USCP check of criminal history without this form completed in its entirety. Form must be typed and submitted with original signatures.		
First Name	Middle Name	Last Name
Maiden Name	Social Security Number	Date of Birth

I-9 Completion and Employment Eligibility Verification – Check all Blocks That Apply (This section must be fully completed by a company representative/point of contact.)					
<input type="checkbox"/> I verify that documents establishing the individual's identity and Employment Eligibility related to the employee have been provided and recorded on the Form I-9. Please indicate which documents: <table border="1" style="width: 100%; height: 40px; margin-left: 20px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<input type="checkbox"/> I verify that the individual is authorized to legally work within the United States, in accordance with the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).					
Printed Name and Title	Signature	Date			

Employer Information	
(This section must be fully completed by a company representative/point of	
Company Point of Contact	
Company Name	
Address (City, State, Zip Code)	
Phone Number	

CAO Human Resources Verification (This section will be completed by a CAO Human Resources representative.)		
Printed Name	Signature	Date