

REQUIRED FIRST DAY DOCUMENTS

All employees must present documentation to meet the employment requirements established by Sarasota County as well as to verify their identity and authorization to work in the United States. This is a mandatory requirement on your first day to complete your employment paperwork and avoid delays in onboarding.

(Please ensure all documents are unexpired and original - no photocopies)

1

U.S. Social Security Card (signed, physical card.)

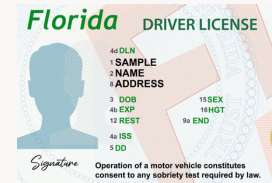
This is a requirement of the Sarasota County Clerk Office and failure to provide this document could jeopardize timely compensation.



2

If your position requires a Florida Driver's License, you must present it on your first day.

Florida law requires residents to obtain a Florida Driver's License within 30-days of employment (hire date).



To satisfy employment authorization you must present one document from **LIST A**, **OR** a combination of one document from **LIST B** and one document from **LIST C**.

LIST A

Documents that establish both identity and work authorization.

Examples include:

U.S. Passport / U.S. Passport Card

Permanent Resident Card (Form I-551)

Employment Authorization Document (Form I-766)

Foreign passport with I-94 and proper endorsement

NOTE: Some List A entries may require presenting two documents together.

OR

LIST B

Documents that establish identity.

Examples Include:

State-issued driver's license or ID card with photo

School ID with photo

U.S. military ID card

Voter's registration card

+

LIST C

Documents that establish employment authorization.

Examples Include:

U.S. Social Security card (not labeled "Not valid for employment")

Birth certificate issued by a U.S. state or territory

Certification of report of birth issued by the U.S. Department of State

