



CITIZENSHIP VERIFICATION FORM

**Section 1: Employee Information:** Please print.

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

Employee Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
MM/DD/YYYY                                      City/State/Country

**Section 2: Verification Documents:** Check only one.

- Original Birth Certificate or Certified Copy of Birth Certificate
- U.S. Passport – Current or Expired
- Certificate of Citizenship issued by the Immigration & Naturalization Service (INS)
- Report of Birth Abroad of a U.S. Citizen of the U.S. (Form FS240)
- Record of Military Processing (DD1966)
- Hospital Certificate of Birth containing raised seal of registrar’s office
- Certificate of Naturalization
- U.S. Passport Card issued by the U.S. Department of State for entry by U.S. Citizens into the U.S. from Canada, Mexico, and countries of the Caribbean and Bermuda at land border crossings or sea ports-of-entry, current or expired

**Section 3: Certifying Official:** ERC Security, HR, Manager/Supervisor or Notary Public

\_\_\_\_\_  
Name of Certifying Official (Print)                                      Signature of Official                                      Date

OR

\_\_\_\_\_  
Notary Public                                      Date