



WELCOME TO FORT BEND COUNTY

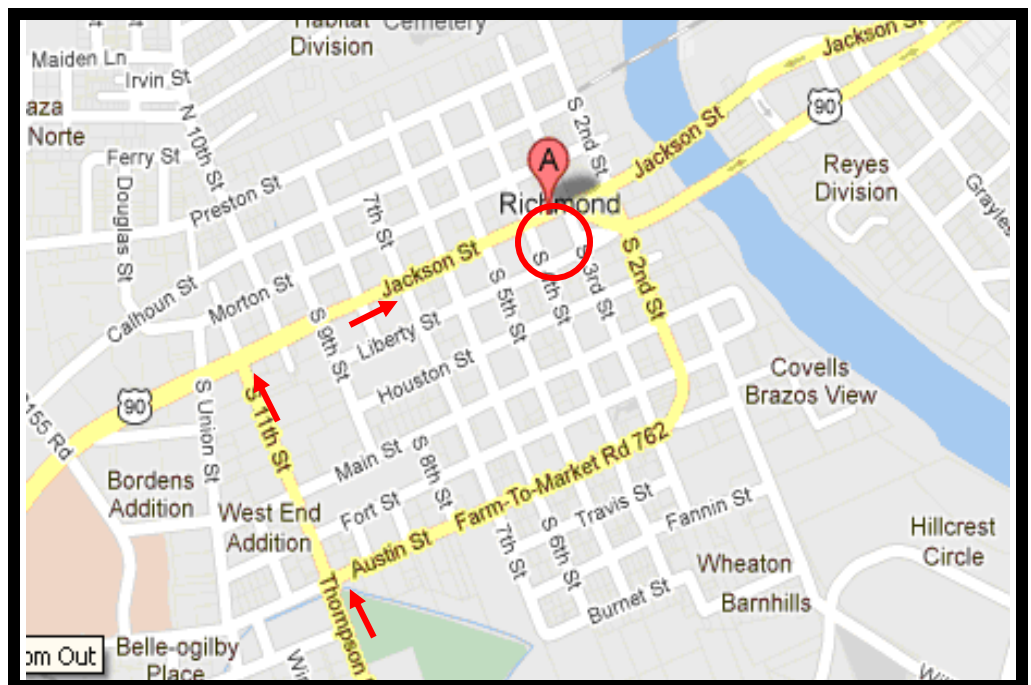
**New Hire Orientation begins promptly at 7:30AM
(D.O.T Training at 7:00AM)**

For questions, contact: Lynnette Montgomery 281-238-3562 or Isabel Reyes 281-341-8616
Human Resources Dept. phone – 281-341-8617, fax 281-341-8615
HumanResources@co.fort-bend.tx.us

**Fort Bend County
William B. Travis Building
301 Jackson, Richmond, TX 77469**

Directions:

- Take 59 South
- Exit Richmond at FM 762
- Turn right on FM 762/
Thompson Hwy
- Continue on FM 762 until
you reach Jackson
Street/Hwy 90
- Turn right on Jackson
Street/Hwy 90
- Continue until you reach the
William B Travis building on
the right at 301 Jackson
- The William B Travis
building is the corner of
Jackson and Fourth Street at
301 Jackson Street
- Orientation is held on the 2nd
Floor Training Room



Remember:

- Arrive at least 10 minutes early
- Bring acceptable documents for employment eligibility verification (see next page for listing)
- Proof of insurance
- Emergency and Beneficiary contact information (i.e. phone numbers, addresses, social security numbers, etc.)

**Thank you,
Human Resources**



LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

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
1. U.S. Passport or U.S. Passport Card		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, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		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, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		4. Voter's registration card		5. Native American tribal document
		5. U.S. Military card or draft record		
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		
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		9. Driver's license issued by a Canadian government authority		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

**Thank you,
Human Resources**