



**307 Seventh Avenue – Suite 900, New York, NY 10001  
212-924-3131**

Dear Employee:

The U.S. Immigration Service requires that every employer have on file an I-9 Form (attached) for every employee. After May 31, 1988, Civil Penalties may be assessed in cases of non-compliance.

Please complete section one of the form immediately. Then bring the form along with certain personal documents and show them to the appropriate person listed below.

To determine which documents you need, look at lists A, B, and C on the back of the form itself. You must show either:

one of the documents in List A      **or**      one of the documents in List B  
**and** one of the documents in List C

The appropriate person to present your I-9 to is the person below with whom you will be working most closely:

The Assistant Director	The Associate Director
The Executive Secretary	The Mainside Division Head
The Administrative Liaison	The Teenside Division Head

You must show the original documents in person. If this is not done within three days of your first day of work, we are required by law to terminate your employment.

**ALL NEW SUMMER STAFF SHOULD BRING THEIR I-9 AND PERSONAL DOCUMENTS TO THE ORIENTATION MEETINGS.**

If you have any questions or difficulties with this requirement, please let us know immediately.

Sincerely,

JORDAN DALE  
Executive Director  
4/03  
/staff/mailings/i9cover