

Employee Work Authorization Document Expiring Notice

Dear Employee,

Our records indicate that your work authorization may expire soon. If this is the case, your employer must reverify your work authorization so that you may continue to work. No later than the date employment authorization expires, you must provide your employer with a document that shows you are authorized to work in the United States. For a list of documents you can provide, refer to the List of Acceptable Documents for Form I-9, Employment Eligibility Verification. You are only required to provide either a List A or List C document.

For more information about your work authorization, you may contact the U.S. Citizenship and Immigration Services (USCIS) National Customer Service Center (NCSC) at 800-375-5283 (TDD for the Hearing Impaired 800-767-1833).

If you filed a Form I-765, Application for Employment Authorization, and your application has been pending more than 75 days, you may contact NCSC at 1-800-375-5283 and ask NCSC to create an Approaching Regulatory Timeframe "service request." The NCSC will route the service request to the appropriate office for review. Have your receipt number ready when you contact the NCSC.