



**MESCAL J-6  
FIRE DISTRICT**

**STANDARD OPERATING  
POLICY # 006**

***IMMIGRATION REFORM CONTROL ACT  
(IRCA of 1986)***

**I. PURPOSE**

To comply with a Federal employment law in ensuring that the identity and employability of all persons employed (volunteer or paid) by the MJFD have been reviewed and approved as regulated by the Immigration Reform Control Act of 1986 (IRCA).

**II. SCOPE**

This policy applies to all members of the District and begins on their first day of volunteer employment.

**III. POLICY**

Any new member shall provide the District with documentation that provides proof of identity and employability as required by IRCA law. Such documentation shall be provided on or before the first day of volunteer employment, or employment may not commence.

**IV. DOCUMENTATION**

All members shall be required to show proof of both identity and employability. Documents that are acceptable for each category are listed as follows:

**Identity and Employability**

1. United States Passport
2. Certificate of U.S. Citizenship, INS Form N-560 or N-561
3. Certificate of Naturalization, INS Form N-550 or N-570
4. A current foreign passport
5. Alien Registration Receipt Card or Resident Alien Card, INS Form I-151 or I-551, provided it contains a photograph
6. Temporary Resident Card, INS Form I-688A
7. Employment Authorization Card, INS Form I-688A

**Identity**

1. State-issued Driver's License or Identification Card
2. School Identification Card with Photograph
3. Voter Registration Card
4. U.S. Military Identification Card or Draft Record
5. Identification Card issued by Federal, State or Local Government Agency or Entity
6. Military Dependent Identification Card
7. Native American Tribal Document
8. U.S. Coast Guard Merchant Marine Card
9. Driver's License issued by a Canadian Government Authority

**Employability**

1. Social Security Card without work restrictions
2. Unexpired Re-entry Permit INS Form I-327
3. Unexpired Refugee Travel Document INS Form I-571
4. Certification of Birth issued by the Department of State, DOS Form FS-545
5. Certification of Birth Abroad issued by the Department of State, DOS Form TS-1350



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**Employability (Continued)**

6. Original or Certified Copy of Birth Certificate issued by a State, County or Municipal Authority bearing a seal
7. An Employment Authorization Document issued by INS
8. Native American Tribal Document
9. U.S. Citizenship Identification Card INS Form I-197
10. Identification Card for use by Resident Citizens in the U.S., INS Form I-179

**V. GUIDELINES**

- A. The member shall complete the member portion of the Employment Eligibility Verification Form (INS I-9), attesting to his identity and eligibility to work in the United States.
- B. The Fire Chief or another designated representative shall complete the employer's portion of the Employment Eligibility Verification Form (INS I-9), certifying that the individual has presented original documents attesting to the individual's identity and verifying that the individual is authorized to work in the United States.
- C. The Fire Chief or another designated representative shall submit the required information through the State of Arizona "E-Verify" system.
- D. The District representative shall not photocopy documents, but rather shall only examine the documents and shall accept such documents provided that the authenticity of such documents appears intact.
- E. If the individual is unable to provide appropriate documentation, the Fire Chief shall provide notification that the individual is no longer eligible for volunteer employment with MJFD.
- F. All I-9 forms are to be maintained in a central file in the Administration Office, separate from member personnel files. I-9 forms shall be maintained in the file for a minimum of three years from the date of hire and for a least one year beyond the date of the member's termination, whichever is the longer period.
- G. The District shall comply with all requirements for inspection of records by the Immigration and Naturalization Service, or any other governmental authority deemed to have the authority to inspect such records for purpose of enforcement of the provisions of IRCA.

**Approved by the Mescal-J6 Fire District Governing Board on July 29, 2020. Replaces May 4<sup>th</sup>, 2015**