



Magnolia Fire Department

BULLETIN

No. 2025-19

Date: 8/25/2025

To: All Employees

From: Assistant Chief - Administration

Subject: I-9 Employment Eligibility Verification

**INFORMATIONAL
OPERATIONAL**

In the interest of maintaining current and compliant records, Magnolia Fire Department will be recertifying all I-9 Employment Eligibility Verification forms over the next few weeks. We will complete the process electronically via Paycor.

You will receive a request through Paycor to complete your I-9 electronically. Please log in, complete the form, and securely upload your identification documents. Uploading your IDs directly is the most secure way to present them and will save you time later, as your part will be complete in a single step. The entire process takes less than five minutes.

Acceptable Identification for the I-9

Employees must provide documentation that establishes both identity and work authorization. You may present:

- One document from List A (proves both identity and work authorization), *or*
- *One document from List B (identity) and one from List C (work authorization)*

In other words, **if you present a List A document, you do NOT have to present any additional documents. If you do not have a List A document, you MUST present one each from List B and List C.**

Here are some examples:

- List A: U.S. Passport or Passport Card, Permanent Resident Card (Green Card), Employment Authorization Document with photo.
- List B: Driver's license, state ID card, or school ID with photo.
- List C: Social Security card, birth certificate, or certification of birth abroad.

A full list of acceptable documents will appear in Paycor when you complete your form.

Thank you for completing this promptly to help us stay compliant. If you have questions, please reach out to HR directly (hr@magnoliafire.org).

We appreciate your help getting this up to date.



HR TEAM

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