



FORM I-9: EMPLOYMENT ELIGIBILITY VERIFICATION

Another step in completing the onboarding process at Olin Winchester, LLC (Winchester) is completing the I-9 process. You should complete Section 1 online right now.

Hire Right, a firm Winchester is using to collect needed information, sent you an email on July 20. The link in that email was personalized and specific to you. Click the link in the email and follow the prompts to complete Section 1 of Form I-9. **We are extending the deadline to complete this part to Wednesday, July 29.**

Up Next: Provide documentation to prove your identity and legal right to work, and receive your final offer letter

Section 1 must be completed electronically. However, Winchester is obligated by law to review documents (see page 2) that verify your identity, citizenship and/or authorization to work in the U.S. We will be available to review documents at the following dates and times:

When:	Where:
<ul style="list-style-type: none">• Wednesday, July 29: 9 a.m. – 5 p.m.• Thursday, July 30: 9 a.m. – 5 p.m.• Friday, July 31: 9 a.m. – 5 p.m.• Saturday, August 1: 9 a.m. – 3 p.m.	Hilton Garden Inn 19677 East Jackson Drive Independence, Missouri 64057 California Room

You will need to bring your document or documents to the above location for review. You will not have to leave the document with us nor make any copies. We will scan the documents for you for our records.

If possible, choose a document from List A. If you provide the documents on List A, which show both identity and employment authorization, you won't need any other documents. Some List A documents are a combination of two or more documents. In these cases, the documents count as one List A document.

The List B documents only establish identity and the documents on List C only establish employment authorization. If you do not present a List A document, you must present one unexpired List B document AND one unexpired List C document. Expired documents aren't acceptable.

While onsite submitting your documents for review, you will receive your final offer of employment and will be asked to sign it.

IMPORTANT! COVID-19 protection for submitting your documents at Hilton Garden Inn

Face coverings/masks ARE required for this event. To help with social distancing efforts, we will have the floors taped off. However, a cloth face covering is **required** when 6 feet physical distance to others cannot be maintained. We will have a limited number of masks available so please bring your own mask, if possible. Gloves will be provided for computer activity as needed and computers will be cleaned off after use.

If you are or have been sick:

- **Sick individuals should not attend this event but make arrangements with Winchester Human Resources to complete this task at a later date by coming to the Building 3 Winchester offices and asking for Monte Comer or Linda Pahl**
- If you have been sick with a fever, you can attend this event if all three of these criteria are met:
 1. You have had no fever (100.4 °F or greater using an oral thermometer) for at least 72 hours
 2. Other symptoms have improved
 3. At least 10 days have passed since your symptoms first appeared

Form I-9 Acceptable Documents		
List A	List B (provided with a List C document)	List C (provided with a List B document)
<ul style="list-style-type: none"> • U.S. Passport or U.S. Passport Card • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • Employment Authorization Document Card (Form I-766) • Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work • Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A • Foreign passport containing a Form I-551 stamp or Form I-551 printed notation 	<ul style="list-style-type: none"> • Driver's License • 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 • School ID card with a photograph • Voter registration card • U.S. military card or draft record • Military dependent's ID card • U.S. Coast Guard Merchant Mariner Document (MMD) card • Native American tribal document 	<ul style="list-style-type: none"> • U.S. Social Security account number card that is unrestricted • Consular Report of Birth Abroad (Form FS-240) • Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545) • Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350) • Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal • Native American tribal document • U.S. Citizen ID Card (Form I-197) • Identification Card for Use of Resident Citizen in the United States (Form I-179) • Employment authorization document issued by the Department of Homeland Security (DHS)

Note: This process is mandated by Federal law. All prospective employees must complete Form I-9 in its entirety to finish the hiring process for Olin Winchester, LLC. Everyone that completes the process has a report to work date of October 1, 2020.

Questions?

If you have a question about Form I-9, the documentation you need or the process to complete it, stop by the B3 Mez area and speak with a member of the Winchester HR team.