

Inova eServices Center Compliance Visit

The Inova eServices Center compliance visit is designated to ensure we receive the final compliance documents needed for your Human Resources file, in the event of an audit. This visit is mandatory and should be completed as soon as possible. We recommend you complete your eServices compliance visit on the same day as your Team Member Health (TMH) appointment UNLESS your TMH appointment is scheduled less than one week before your start date.

If your TMH appointment is less than one week before your start date, please visit the Inova eServices Center before your scheduled TMH appointment. If you are unable to visit the eServices Center the same day as your TMH appointment, you must complete the visit no later than the Wednesday before your start date, to prevent a delay in starting.

When visiting the eServices Center, no appointment is necessary; you can stop by at a time that is convenient for you. The eServices Center's walk-in hours are 7:30 a.m. to 5:00 p.m., Monday through Friday. If you will be working as a 100% remote team member, please contact the Onboarding Team directly via email at: Onboarding@inova.org, to complete your eServices visit remotely.

At the Inova eServices Center, you will complete the following actions:

- I-9 Form Completion** - You should bring your original and valid documentation based on the for instructions below. If you are unable and/or opt not to present your documents at this time, you will be required to present the original and valid documents to the Inova eServices Center no later than 72 hours after your start date to prevent employment termination. Below is a list of acceptable I-9 documentation.

Documents Proving Identity and Eligibility to Work in the United States

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
		AND
LIST C Documents that Establish Employment Authorization		
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American Inbal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

- **Show your original professional certification(s) and/or license(s) as required by your job profile.** (*Inova **only** accepts CPR/Heartsaver, BLS, ACLS, and PALS certifications issued by American Heart Association*)
- **Verify your home address to ensure your first paycheck is mailed to the correct address.**
- **Potentially take a photo for your Inova badge.** (*depends on your job location*)
- **Complete or submit additional paperwork such as fingerprinting, and the Virginia State Police Special Background Check.** (*if required for your position*)

About the Inova eServices Center

- ❖ **Location:** 8110 Gatehouse Road, Suite 100W, Falls Church, VA 22042
- ❖ **Walk-in Hours:** 7:30a.m. - 5:00p.m.; Monday through Friday
- ❖ **Contact:** 703-205-2166 or eServices@inova.org
- ❖ **Parking instructions:** Parking is available in the garage behind the building