

New Team Member Compliance Visit

The new team member 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 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 scheduled less than one week before your start date, please complete your compliance visit before your scheduled TMH appointment. Your compliance visit must be completed no later than the Wednesday before your start date, to prevent a delay in starting.

Your new team member compliance visit should be completed in person at the Team Member Welcome Center located within the Inova Center for Personalized Health (ICPH) Campus (if you are hired as a 100% remote team member, you will receive separate instructions from the Onboarding Team). No appointment is necessary; you can stop by at a time that is convenient for you. The Team Member Welcome Center's walk-in hours are from 7:30 a.m. to 5:00 p.m., Monday through Friday. Remote team members will receive an email directly from the onboarding team's email address Onboarding@inova.org with instructions to complete the compliance visit, remotely.

At the Team Member Welcome Center, you will complete the following actions:

- I-9 Form Completion** - You should bring your original and valid documentation based on the 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 no later than 72 hours after your start date to prevent employment termination. Below is a list of acceptable I-9 documentation.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a

combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

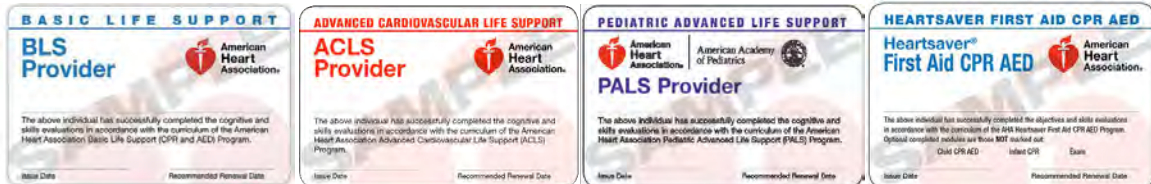
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign 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 an individual temporarily authorized to work for a specific employer because of his or her status or parole: 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 individual's status or parole 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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



- Show your original professional certificate on(s) and/or license(s) as required by your job profile (Inova **only** accepts CPR/Heart saver, BLS, ACLS, and PALS certifications issued by American Heart Association)

See below for examples:



- 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 Team Member Welcome Center

Location: 8095 Innovation Park Drive, Fairfax, VA 22031

Walk-in Hours: 7:30 a.m. - 5:00 p.m.; Monday through Friday

Contact: 703-205-2166 or Onboarding@inova.org

Parking instructions are provided below: Once on the ICPH campus, parking is conveniently available in Garage E

Aerial view of the ICPH Campus



CAMPUS DIRECTIONS



Enter from Gallows Road on to Peterson Discovery Drive (Main Entrance) or Innovation Park Drive (South Entrance). Follow directions below for specific buildings.

❖ **8095 Innovation Park Drive, Fairfax, VA (Building C & D) – Team Member Welcome Center & Event Parking:**

- **From Main Entrance:** Continue straight on Peterson Discovery Drive. At the Stop Sign, turn right and then make a U turn at the next stop sign and continue into the Parking E Garage Entrance (see picture above). There is a large elevator bank in the center of the level and check-in with security at the lobby desk. Security will notify the appropriate department of your arrival or direct you accordingly.
- **From South Entrance:** Continue straight on Innovation Park Drive. After the first stop sign look for the E Parking garage and take a right into the Parking E Garage Entrance (see picture above). There is a large elevator bank in the center of the level and check-in with security at the lobby desk. Security will notify the appropriate department of your arrival or direct you accordingly.