

Re-verification of Work Authorization (I-9)

■ Contact New Hire Office

- 665-7158: Otowi Building, 2nd Floor North Wing, Room P200 (opposite side from Immigration Services)
- Re-verification must occur **on or before expiration** of current work authorization
- Bring original documents for review – **NO** faxes, emails, or photocopies
- If re-verification is not done by expiration date you will be placed in a Leave-Without-Pay status;
 - Your cryptocard will be deactivated
 - The Leave-Without-Pay status can have an affect on your benefits
- If you are terminating your employment contact your manager, who will begin the Departure Process and notify terms@lanl.gov