

You must complete these forms by the date identified in your offer letter, usually no later than 1 week before your scheduled orientation day. You will receive a pre-addressed envelope to use for returning the information to the Census Hiring and Employment Check (CHEC) staff. If you have questions regarding the completion of any of the listed forms or the fingerprinting process, please call the CHEC staff at (877) 615-2585.

- I-9 Employment Eligibility Verification Form
  - Copies of 2 forms of I.D. from the approved list (one of which must be a federal- or state-issued picture I.D.)
- OF-306 Declaration of Federal Employment
- Two (2) completed fingerprint cards
- e-QIP Applicant Release Form and Certification Statement
- Resume
- Personal Identity Verification (PIV) Applicant Training Completion Certificate
- An original/sealed copy of your transcripts (if requested in offer letter)