



## EASY STEPS FOR SOUTH CAROLINA EMPLOYERS TO COMPLY WITH VERIFICATION REQUIREMENTS

As of **July 1, 2009** – All South Carolina employers have an imputed South Carolina employment license. The employment license permits an employer to employ a person in this state. The new law requires South Carolina employers to take additional steps to verify employment eligibility for newly hired employees.

For private employers with 100 or more employees, the law took effect on **July 1, 2009**. For private employers who employ less than 100, compliance begins for anyone hired on or after **July 1, 2010**.

### Compliance Step 1:

\_\_\_\_\_ Complete and maintain Form I-9 (Remember: Do not ask the employee to produce a specific identity / eligibility document during this process).

### Compliance Step 2:

\_\_\_\_\_ Register and participate in E-Verify.  
Verify all new employees within 3 business days of employing.  
Retain the verification confirmation, and attach to the I-9 Form.

### Alternative Option for Step 2:

- \_\_\_\_\_ • Employ only workers who, at the time of employment:
- (a) possess a valid SC driver's license or id card issued by South Carolina
  - (b) are eligible to obtain SC driver's license or id and; or \*
  - (c) possess a valid driver's license or id from another state approved by DMV and published on DLLR's Web site [[www.llr.state.sc.us](http://www.llr.state.sc.us)]

\*Eligibility criteria for SC driver's license or id [For more information go to the DMV website at [www.scdmvonline.com](http://www.scdmvonline.com)]

- 17 years old or older
- Not an alcohol or drug abuser
- Not mentally or physically incapable of operating a vehicle
- Proof of financial responsibility
- Resident of South Carolina (including lawful permanent/authorized resident aliens)
- Proof of date and place of birth
- SSN (official Social Security Card, check, letter from SSA, voter registration, payroll stub, W-2 form or military i.d.)

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