



Proof of U.S. Citizenship Requirements

Sandia Corporation, which operates Sandia National Laboratories for the Department of Energy (Sandia), is a designated National Security Laboratory. As such, our work covers a broad range of technologies and applications, many of which are security related.

If you are selected for a position in New Mexico, you will be required to provide evidence of U.S. citizenship on your first day of employment. This will be conducted in the front lobby of the Innovation Parkway Office Center (IPOC) by a Personnel Security representative. **Please note, this action of documenting proof of U.S. citizenship is completely separate from the employment eligibility (Form I-9) action which occurs at the sign-in session.**

If you are unable to provide acceptable evidence of U.S. citizenship within **3 days of sign-in**, your employment with Sandia may be subject to termination.

ONE of the following documents must be presented as acceptable evidence:

1. A current U.S. passport (mutilated, altered or damaged passports are not acceptable).
2. A birth certificate, for an individual born in the U.S. Acceptable birth certificates must show that the record was filed shortly after birth and must be certified with the registrar's signature. The birth certificate must bear the raised, impressed, or multi-colored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy in which case you must provide evidence that the jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable.

A delayed birth certificate (one created when a record was filed more than 1 year after the date of birth) is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth and lists the documentation relied upon when the certificate was issued. Secondary evidence may include baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of the birth. Other documentary evidence can be early census, school, or family records; newspaper files; or insurance papers. All documents submitted as evidence must be either the original copy or certified by the agency or entity issuing the document where applicable.

3. For an individual claiming citizenship by naturalization, an original certificate of naturalization showing the individual's name is required.
4. For an individual claiming citizenship acquired by birth abroad to a U.S. citizen, one of the following (showing the individual's name) is required:
 - (a) an original Certificate of Citizenship issued by the Immigration and Naturalization Service;
 - (b) an original Report of Birth Abroad of a Citizen of the U.S. of America (Form FS 240); or
 - (c) an original Certificate of Birth (Form FS 545 or DS 1350).
5. A Record of Military Processing-Armed Forces of the U.S. (DD Form 1966), provided it reflects that the individual is a U.S. citizen.