



## AEROSPACE LOCATIONS DIRECTORY

Depending on your work location found in your offer letter, you will be completing **Section 2 of U.S Federal Form I-9** through one of the two processes outlined below:

### I. In-Person with Aerospace Security

- a. You will be meeting with Aerospace Security at the primary site address closest to your worksite location to verify your I-9 documentation, have your badge photo taken, and be issued your Aerospace badge.
- b. Please review the table below to determine if you are to verify your I-9 documentation at one of the two primary Aerospace sites listed:

Worksite Locations (as found in your offer letter)	
<b>El Segundo, California (AGO)</b> 210 S. Douglas St. El Segundo, CA 90245 310-336-6520	<b>Chantilly, Virginia (CHA)</b> 14745 Lee Road Chantilly, VA 20151 571-304-7220
El Segundo	Chantilly
Los Angeles AFB	Westfield
Space X, Hawthorne CA	

- c. You must arrive onsite during the local **Badge Office hours** for the respective sites:

**Chantilly (CHA):** Mon - Wed (8am - 10am ET) & Thurs (1pm - 3pm ET).

**El Segundo (AGO):** Mon - Wed (7am - 3pm PT) & Thurs - Fri (7am - 11am PT).

- d. If you do not see your worksite location in the table above, you will be completing the I-9 Anywhere Plus process below.

### II. I-9 Anywhere Plus is an in-person verification with a self-chosen person to act as your Reviewer .

- a. You will be selecting a trusted individual (i.e., friend, neighbor, or family member) with a current, valid email address or mobile number to verify your I-9 documentation in-person.
- b. Your chosen Reviewer will receive further instruction detailing the steps outlined in **I-9 Anywhere Plus Section 2**. You will be able to see those instructions later in the job aid.