



## **Filling Out Form I-9**

Form I-9 is a federally required document used to verify employment authorization and identity for all new employees. To correctly fill out an I-9, [USCIS](#) has specific rules that need to be followed.

NOTE: The Form I-9 should not be completed prior to the employee’s first day. Completing new hire paperwork (including the I-9 is considered compensable time, and for that reason, should be completed on the employee’s first day of employment, but no later than the employee’s third day).

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### **SECTION 1: Employee Responsibility**

Section 1 will be filled out by the new employee on their first day, as the first order of business before any work is performed, along with their other new hire paperwork. They will fill out their name, personal information, check an applicable box for citizenship status, and sign and date the bottom.

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### **SECTION 2: Employer Responsibility**

- Enter the information from the new employee's provided identification document(s).
  - New employees must present an unexpired document from List A **-OR-** an unexpired document from both List B **AND** List C.
    - See page 3 for the Lists of Acceptable Documents.
  - **You must personally review these documents and match them to the new employee.** This must be done in person. However, employers enrolled with E-Verify may review documents remotely according to the requirements of the USCIS for remote verification. See E-Verify section below.
  - **You cannot dictate which documents a new employee must present**, and you must accept any document(s) from the List of Acceptable Documents (attached) that reasonably appear to be genuine and match your new employee.
- Enter the date of hire.
- Complete your information in the box at the bottom of the section.

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### **Additional Notes**

- If your employee used a preparer and/or translator, please also have them complete Supplement A of the Form I-9.
- If you need to reverify an employee’s eligibility documents, or you are rehiring a previous employee, you will also complete Supplement B of the Form I-9.



- Employers must store the Form I-9 in a separate file designated for employment eligibility verification records to protect sensitive employee information. We recommend filing I-9's alphabetically, in a separate binder.

**NOTE:** If you have questions regarding Supplement A and/or B, please contact your HR Consultant.

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### **Employee and Employer Instructions Related to E-Verify**

**NOTE:** E-Verify\* is voluntary in *most* states; however, there are a few states that mandate the use of E-Verify (Alabama, Arizona, Mississippi, and South Carolina). Other states may require the use of E-Verify for certain industries (Colorado, Florida, Georgia, Idaho, Indiana, Louisiana, Michigan, Minnesota, Missouri, Nebraska, North Carolina, Oklahoma, Pennsylvania, Tennessee, Texas, Utah, and Virginia).

\*E-Verify is a government-sponsored online platform that uses information entered by the employer from the employee's completed Form I-9 to confirm the employee's employment eligibility. This section is only for employers enrolled in E-Verify, and it's not necessary unless you live in a state that mandates E-Verify. For more information visit [www.e-verify.gov](http://www.e-verify.gov).

- Employers enrolled with E-Verify may choose to review employment eligibility documents remotely via a live video call with the employee instead of performing an in-person review.
  - If you verified remotely and use the Form I-9 dated 08/01/23, check the box in the Additional Information field.
  - If you verified remotely and use the Form I-9 dated 10/21/2019, write "Alternative Procedure" in the Additional Information field.
    - **Beginning November 1, 2023 only use Form I-9 dated 08/01/23.**
- Employee **MUST** provide their social Security number in Section 1 of Form I-9. Can be left blank if they have not yet received it, but must be updated once received.
- If employee presents a List B document to their employer, it **must** contain a photograph.
- Providing email and phone number in Section 1 allows employees to receive notifications associated with their E-Verify case.
- Employers should retain copies of all I-9 employment eligibility documents they examine remotely with the employees Form I-9.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.</li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>