

Client Form I-9 Instruction Guide



Form I-9 Employment Eligibility Verification

Here are key compliance guidelines meant to protect your business and are provided by U.S. Citizenship and Immigration Services (USCIS) I-9 Central.

All employers must complete and retain Form I-9, Employment Eligibility Verification, for every person they hire for employment after Nov. 6, 1986, in the U.S. as long as the person works for pay or other types of payment.

In the Commonwealth of the Northern Mariana Islands (CNMI), employers have had to complete Form I-9 CNMI for every employee hired for employment in the CNMI from Nov. 28, 2009, to Nov. 27, 2011. The standard Form I-9 must be used for employees hired on or after Nov. 28, 2011.

IN THESE SECTIONS YOU CAN ALSO FIND MORE INFORMATION ABOUT:

- How and when to complete the two sections of the Form I-9
- What to do if you think a document looks fraudulent
- How to better ensure that the employer is hiring a legal workforce

Overview

- The form I-9 must be completed by any person you hire no later than the first day of **work for pay** or prior.
- Employees must present unexpired original documentation that shows the employer their identity and employment authorization.
- Employees must choose which documents to present.
- The employer must complete and sign Section 2 within three (3) business days of the date of hire (hire date means the first day of work for pay).
- The employer or an authorized representative of the employer completes Section 2. Employers or their authorized representatives must physically examine the documents, except employers that participate in [E-Verify](#) may use an [alternative procedure](#) authorized by the Secretary of DHS to remotely examine documents.



Parts of the Form I-9

[Form I-9, Employment Eligibility Verification](#) consists of two sections and two supplements.

Section One: Employee Information and Attestation:

Completed by Employee

<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-1-employee-information-and-attestation>

Section Two: Employer or Authorized Representative Review and Verification:

Completed by Employers

<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-2-employer-review-and-attestation>

Form I-9 Supplements

Supplement A, Preparer and/or Translator Certification for Section 1:

Completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. Employers must retain completed Supplement A with employee's Form I-9. Form can be found on page 3 of [Form I-9](#).

Supplement B, Reverification and Rehires (formerly Section 3):

Completed by employers for employees who are rehired or whose employment authorization requires reverification.

<https://www.uscis.gov/i-9-central/completing-form-i-9/completing-supplement-b-reverification-and-rehires-formerly-section-3>

Employee Responsibilities for Section 1

Employees must provide their:

- Full legal name - if the employee has two last names (family names) include both. If the employee has two first names (given names) include both. If employee hyphenates his or her name include the hyphen (-) between the two names. Include his or her middle initial if employee has a middle name
- Other names used, if applicable
- Current address, including street name and number (**No P.O. BOX**), city, state and ZIP code
- Date of birth
- Check mark next to the appropriate box to indicate whether they are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States
- Alien Registration/USCIS or form I-94 Admission number and the date employment authorization expires (if applicable)

Additionally, employees may provide their:

- Social Security number (This is optional unless the employer uses E-Verify and the individual has been issued a number.)
- Telephone number
- E-mail address (employees may receive [notifications](#) from USCIS if you participate in E-Verify)

Your employee must sign the form even if a preparer or translator helps them.

The preparer or translator who helps the employee must complete [Supplement A, Preparer and/or Translator Certification for Section 1](#).

The date the employee enters next to his or her signature should match the date the preparer/translator signed the form. You must retain the completed Supplement A Form with the employee's completed Form I-9.

You should also check the expiration date on the documents your employee provided in Section 1 to ensure it matches the expiration of the List A or C document they presented for Section 2. Check whether your employee indicated their employment authorization will expire. You may need to reverify employment authorization when it expires. They must present documents on or before their current employment authorization expires.

Employer Responsibilities for Section 2



Employees must present unexpired original documentation that shows the employer their identity and employment authorization. The employee must choose which documentation to present.

A [List of Acceptable Documents](#) can be found on the USCIS website.

Employee must present:

- One selection from List A: **OR**
- One selection from List B in combination with one selection from List C.

Note:

- List A contains documents that show both identity and employment authorization
- List B documents show identity only
- List C documents show employment authorization only

In certain circumstances, the employee may present an acceptable [receipt](#) in lieu of a List A, B or C document. Receipts only temporarily satisfy the document presentation requirements for Section 2.

An employer or an authorized representative of the employer completes Section 2. Employers or their authorized representatives must physically examine the documentation presented and sign the form.

The employer or authorized representative must:

- Ensure that any document the employee presents is on the List of Acceptable Documents or is an acceptable receipt.
- Physically examine each document to determine if it reasonably appears to be genuine and appears to relate to the employee presenting it. If you

determine the document does not reasonably appear to be genuine and relate to the employee, you should allow the employee to present other documentation from the [List of Acceptable Documents](#).

- Enter the document title, issuing authority, number (s) and expiration date (if any) from the original document (s) the employee presented.
- Check the box in the Additional Information field if you participate in E-Verify and used an [alternative procedure](#) to remotely examine your employee's documents.
- Enter the date the employee began to work for pay.
- Enter the first and last name, signature and title of the person completing Section 2, as well as the date he or she completed Section 2.
- Enter the employer's business name and physical address. Employers may not enter a P.O. Box as their address. If your company has multiple locations, use the most appropriate address that identifies the location of the employer with respect to the employee and their Form I-9 completion (e.g., the address where the Form I-9 is completed).
- Return the documentation presented to the employee.

Entering Dates In Section 2

Section 2 includes two spaces that require dates. These spaces are for:

- Your employees first day of employment (i.e., "date of hire") which means the commencement of employment of an employee for wages or other remuneration.
- The date you examined the documentation the employee presented to show Identity and employment authorization.

Using Authorized Representatives

An authorized representative can be any person you designate, hire, or contract with to complete, update, or make corrections to Section 2 on your behalf. An authorized representative can be any member of the public, personnel officer, foreman, agent, or notary public where permissible. Your authorized representative must perform all your duties, including reviewing the employee's completed Section 1, either physically or remotely. You are liable for any violations in connection with the form or the verification process, including any violations of the employer sanctions laws, committed by the authorized representative you designate. If you choose to use a notary public as an authorized representative, that person is not acting in the capacity of a notary. When acting as an authorized representative, a notary public should not provide a notary seal on Form I-9.