

# Form I-9 Quick Reference

## Section 1: Employee Information and Attestation

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) <b>Doe</b>	First Name (Given Name) <b>John</b>	Middle Initial <b>A</b>	Other Last Names Used (if any) <b>N/A</b>
Address (Street Number and Name) <b>123 Main Street</b>	Apt. Number <b>1</b>	City or Town <b>Washington</b>	State <b>DC</b> ZIP Code <b>00000</b>
Date of Birth (mm/dd/yyyy) <b>01/01/1970</b>	U.S. Social Security Number <b>1 2 3 - 4 5 - 6 7 8 9</b>	Employee's E-mail Address <b>johndoe@email.com</b>	Employee's Telephone Number <b>202-123-4567</b>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
OR  
2. Form I-94 Admission Number: \_\_\_\_\_  
OR  
3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

Signature of Employee <i>John A. Doe</i>	Today's Date (mm/dd/yyyy) <b>Date Employee Completes Section 1</b>
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**Preparer and/or Translator Certification (check one):**  
☐ I did not use a preparer or translator. ☒ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator <i>Jane Doe</i>	Today's Date (mm/dd/yyyy) <b>Date Employee Completes Section 1</b>
Last Name (Family Name) <b>Doe</b>	First Name (Given Name) <b>Jane</b>
Address (Street Number and Name) <b>123 Main Street</b>	City or Town <b>Washington</b> State <b>DC</b> ZIP Code <b>00000</b>

### ADDITIONAL INFORMATION:

- Employees hired on or before November 6, 1986 do not need an I-9.
- All dates need to be written in MM/DD/YYYY format (i.e. 05/31/2018).
- All empty boxes need an "N/A" written.
- Check that form is current (07/17/17 at the bottom left corner & Expires 08/31/2019 at top right corner).
- **Employee completes Section 1 no later than first day of work for pay (1<sup>st</sup> day of employment).**
- **\*The law requires that the employer completes Form I-9 only when the person actually begins working for pay. However, you may complete the form earlier, as long as the person has been offered and has accepted the job. You may not use the Form I-9 process to screen job applicants or to delay the actual start date of work.**
- If an employee needs to make a correction, have them draw a line, initial, and date (use same color ink)
- Whiteout cannot be utilized.

### 1. Check for the following:

- Full Legal Name
- Full Address (PO Box is OK), including City, State, and ZIP Code
- Date of Birth (MM/DD/YYYY Format)
- Social Security # (required for e-Verify), Email Address, Telephone # are all optional fields.
- If any optional fields are not used, the employee must write "N/A".

### 2. One of the four attestation boxes must be checked to indicate Citizenship status.

### 3. The Employee's Signature & Date can be completed once the employer has made a job offer and the individual has accepted the job offer\*. Date must be in MM/DD/YYYY format.

### 4. One box should be checked whether the employee used a Preparer/Translator or not. If a Preparer/Translator was used, that individual should complete each of the fields below the attestation statement.

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## Section 2: Employer Authorized Representative Section

### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) <b>Doe</b>	First Name (Given Name) <b>John</b>	M.I. <b>A</b>	Citizenship/Immigration Status <b>1</b>
List A Identity and Employment Authorization		OR	List B Identity	AND
List C Employment Authorization				
Document Title <b>U.S. Passport</b>	Document Title	Document Title		
Issuing Authority <b>Department of State</b>	Issuing Authority	Issuing Authority		
Document Number <b>123456789</b>	Document Number	Document Number		
Expiration Date (if any)(mm/dd/yyyy) <b>01/01/2020</b>	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)		
Document Title	Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **See Above** (See instructions for exemptions)

Signature of Employer or Authorized Representative <b>Jane Doe</b>	Today's Date(mm/dd/yyyy) <b>Date Employer Completes Section 2</b>	Title of Employer or Authorized Representative <b>Manager</b>
Last Name of Employer or Authorized Representative <b>Doe</b>	First Name of Employer or Authorized Representative <b>Jane</b>	Employer's Business or Organization Name <b>America's Business</b>
Employer's Business or Organization Address (Street Number and Name) <b>123 Star Spangled Way</b>	City or Town <b>Washington</b>	State <b>DC</b>
		ZIP Code <b>00000</b>

### ADDITIONAL INFORMATION:

- Acceptable List A, B, and C Documents can be found on Page 3 of Form I-9.
- If a minor (under age 18) is unable to provide a List B Document for Section 2, write "individual under age 18" at the top of the I-9 and only require a List C document.
- Employer has 3 business days from the date of hire (i.e., commencement of labor or services in exchange for remuneration) to complete Section 2 of the Form I-9.**
- If Section 2 is completed after the employee accepts the job offer but before he or she will begin employment for wages or other remuneration, enter the date the employee expects to begin such employment. If the employee begins employment on a different date, cross out the expected start date and write in the correct start date. Date and initial the correction.
- If the employer representative needs to make a correction, they should draw a line, initial, and date (use same color ink)
- Whiteout cannot be utilized.

5. Legal Last Name, First Name, Citizenship/ Immigration Status (List # Only)

6. Check for the following:

- Either 1 List A Document OR 1 List B Document and 1 List C Document
- Document Title
- Issuing Authority
- Document #
- Expiration Date in MM/DD/YYYY format
- Use "N/A" for SSC Expiration Date
- Cannot use Expired Documents

7. Employee's 1<sup>st</sup> Day of Work for pay (commencement of labor or services in exchange for remuneration) in MM/DD/YYYY format

8. Must Contain the Following:

- Signature of Employer Representative (who viewed documents)
- Today's Date in MM/DD/YYYY Format
- Title of Employer/Rep
- Last Name
- First Name
- Business Name
- Business Address (no P.O. Box) including City, State, & ZIP Code

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## Section 3: Reverification and Rehires Section

9. Only sign Section 3 (Below) if a Reverification or Rehire is necessary. The signature in this section only pertains to Section 3 and is not required if the rest of Section 3 is not completed.

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
Doe	Jim	A	Date Employee Begins Employment
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
EAD	ABC0000000000	01/01/2020	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
Jane Doe	Date Employer Completes Section 3	Jane Doe	

# Form I-9 Quick Reference

## List of Acceptable Documents for Section 2

Click [here](#) to view examples of the acceptable documents (listed below).

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

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

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
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

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## ADDITIONAL RESOURCES

Each of the following clickable links direct to the United States Citizenship and Immigration Services (USCIS) website. The USCIS is a division of the United States Department of Homeland Security and is charged with the administration of the nation's lawful immigration system, which includes Form I-9 compliance.

### Form I-9 Resources

- [I-9 Central](#) – USCIS Hub for all information concerning Form I-9.
- [Examples of Acceptable Documents](#) – A list of all acceptable documents for I-9 purposes is available on Page 3 of Form I-9. Examples of these documents are available for viewing on this web page.
- [Questions & Answers](#) – Commonly asked Form I-9 Questions and Answers
- [Form I-9 Instructional Resources](#) – Additional learning opportunities from USCIS, including brief instructional videos, webinars, and more.

### Downloadable Forms

- [Current Form I-9](#) – Click here to download a .PDF copy of the current Form I-9.
- [Instructions for Form I-9 \(English\)](#) – Click here to download .PDF instructions for Form I-9 in English.
- [Instructions for Form I-9 \(Spanish\)](#) – Click here to download .PDF instructions for Form I-9 in Spanish.