



U.S. Citizenship
and Immigration
Services

Form I-9

Employment Eligibility Verification

www.uscis.gov/I-9Central



Agenda

- Background
- Completing Revised Form I-9
- Storage and Retention
- Form I-9 and E-Verify
- Resources

Background

In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.

IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

The employment eligibility verification provisions, and sanctions, of **IRCA** are found in **Section 274A of the Immigration and Nationality Act** (INA).



Working in the U.S.

Individuals who may legally work in the United States are:

- Citizens of the United States
- Noncitizen nationals of the United States
- Lawful Permanent Residents
- Aliens authorized to work

Employment Verification

To comply with the employment eligibility verification provisions of the INA an employer must:

- Verify the **identity** and **employment authorization** documents of employees hired after November 6, 1986
- **Complete** and **retain** a **Form I-9** for each employee hired after November 6, 1986
- **Refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of unlawful conduct:

- Citizenship or immigration status discrimination*
- National origin discrimination*
- Document abuse during Form I-9 process
- Retaliation

** Actual or perceived*

Immigrant and Employee Rights Section (IER)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Immigrant and Employee Rights Section



— U.S. DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

- Employees may contact the [Immigrant and Employee Rights Section \(IER\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact IER*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [IER's "Employer Dos and Don'ts."](#)

**Please respond to the poll question
that will pop up on your screen.**

Form I-9 Requirements

All U.S. employers must have a **Form I-9 on file for all current employees.**

- The revised form has a revision date of July 17, 2017N. As of September 18, 2017, employers must use this revised form for all newly hired employees and any necessary reverification.
- Exception: Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986.
- You may delegate the authority to complete Form I-9 to a responsible agent, however, you will retain liability for any errors.



U.S. Citizenship
and Immigration
Services

Completing Form I-9



Instructions Start Over Print
Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)			
Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

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):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number)

☐ 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 _____ Today's Date (mm/dd/yyyy)

OR Code - Section 1
Do Not Write in This Space

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 _____ Today's Date (mm/dd/yyyy)

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	
City or Town	State ZIP Code

Click to Finish

Employer Completes Next Page

Form I-9 07/17/17 N

Page 1 of 4



Instructions Start Over Print
Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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 "List of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A Identity and Employment Authorization		List B Identity		List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
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Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Additional Information		Additional Information		Additional Information

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 instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative
Employer's Business or Organization Name		Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town
State		ZIP Code

Click to Finish

Form I-9 07/17/17 N

Page 2 of 4

PRESENTATION

DATE

#

10

Form I-9 Exceptions

You are **NOT** required to complete **Form I-9** for:

- Casual domestic service employees working in a private household when work is sporadic, irregular or intermittent.
- Independent contractors for whom you do not set work hours, or provide tools to do the job.
- Employees working outside the United States.*

** 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands*

Lists of Acceptable Documents

- Use MOST CURRENT [Form I-9](#) VERSION, 07/17/17 N
- You must make the Lists of Acceptable Documents available to your EMPLOYEE when he or she is completing the Form I-9

The EMPLOYEE MUST provide:

- One document from [List A](#)
- OR
- One document from [List B](#) AND one document from [List C](#)

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		
		For persons under age 18 who are unable to present a document listed above:		
		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.

Section 1: Employee Information

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) ?	First Name (Given Name) ?	Middle Initial ?	Other Last Names Used (if any) ?	
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?	State ? ▼
ZIP Code ?	Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?	Employee's Telephone Number ?

- To be completed by **EMPLOYEE**.
- Employer **MUST** verify Section 1 is **COMPLETE**.

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) ?	First Name (Given Name) ?	Middle Initial ?	Other Last Names Used (if any) ?	
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?	State ? ▼
ZIP Code ?		Date of Birth (mm/dd/yyyy) ?		U.S. Social Security Number ?
Employee's E-mail Address ?		Employee's Telephone Number ?		



- Employee's email address is an optional Field
- Employees should enter N/A if choose to skip field
- Employers should not enter their business email address in Section 1

Section 1: Employee Attestation

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

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: ? N/A

OR

2. Form I-94 Admission Number: ? N/A

OR

3. Foreign Passport Number: ? N/A

Country of Issuance: ? N/A

QR Code - Section 1
Do Not Write In This Space

Signature of Employee ?

Today's Date (mm/dd/yyyy) ?

- The EMPLOYEE **MUST** select one of the four categories and sign and date Section 1 of Form I-9.
- All employees must complete Section 1 no later than the first business day of employment for pay.

Section 1: Preparer/Translator (P/T) Certification

This certification is required when Section 1 is prepared by someone other than the employee.

- Employees must **check the first box** if they don't use a preparer or translator.
 - If the first box is checked, no entries can be made in the fields as the check box is equivalent to stating N/A.

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 ?		Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? ZIP Code ?

If the employee uses a P/T, the P/T must check the second box in this section, then choose from the drop-down menu the number of preparers and translators used.

- If the dropdown indicates more than one P/T, the form automatically generates an extra page to enter up to four more P/Ts
- P/Ts must sign and date the areas by hand.
- If the form is being completed on paper, P/Ts may use the supplement on the Form I-9 download page to enter multiple P/Ts

Completing Section 2

- Completed by EMPLOYER.
- MUST be completed no later than **3 business days** after the employee begins work for pay.
- EMPLOYER MUST examine **original documents**.
- Documents MUST be **UNEXPIRED**.

	<p>Instructions Start Over Print</p> <h2 style="margin: 0;">Employment Eligibility Verification</h2> <h3 style="margin: 0;">Department of Homeland Security</h3> <p style="margin: 0;">U.S. Citizenship and Immigration Services</p>	<p>USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019</p>																						
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<p>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.</p> <p>The employee's first day of employment (mm/dd/yyyy): <u>04/26/2017</u> (See instructions for exemptions)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Signature of Employer or Authorized Representative (3) Martha Jefferson</td> <td style="width: 33%; padding: 5px;">Today's Date(mm/dd/yyyy) (3) 4/26/2017</td> <td style="width: 33%; padding: 5px;">Title of Employer or Authorized Representative (3) HR Manager</td> </tr> <tr> <td style="padding: 5px;">Last Name of Employer or Authorized Representative (3) Jefferson</td> <td style="padding: 5px;">First Name of Employer or Authorized Representative (3) Martha</td> <td style="padding: 5px;">Employer's Business or Organization Name (3) Bald Eagle Flags Inc.</td> </tr> <tr> <td style="padding: 5px;">Employer's Business or Organization Address (Street Number and Name) (3) 123 Bill of Rights Way</td> <td style="padding: 5px;">City or Town (3) Charles City</td> <td style="padding: 5px;">State (3) VA</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;">ZIP Code (3) 20002</td> </tr> </table>			Signature of Employer or Authorized Representative (3) Martha Jefferson	Today's Date(mm/dd/yyyy) (3) 4/26/2017	Title of Employer or Authorized Representative (3) HR Manager	Last Name of Employer or Authorized Representative (3) Jefferson	First Name of Employer or Authorized Representative (3) Martha	Employer's Business or Organization Name (3) Bald Eagle Flags Inc.	Employer's Business or Organization Address (Street Number and Name) (3) 123 Bill of Rights Way	City or Town (3) Charles City	State (3) VA			ZIP Code (3) 20002										
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<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">Click to Finish</div>																								

Section 2: Examining Documents

- You are not required to be a document expert
- You **MUST** accept a document presented by an employee if it:
 - Reasonably appears to be genuine; AND,
 - Relates to the individual presenting it
- The document **MUST** be original* – photocopies are **NOT** acceptable

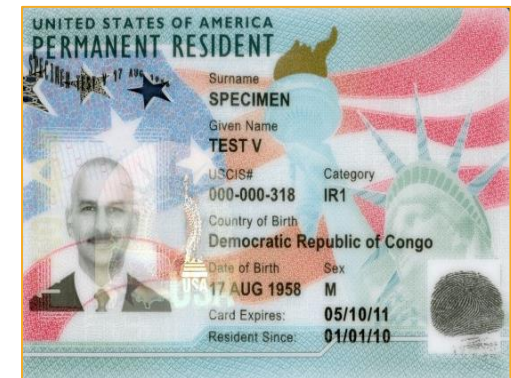
**Exception: Certified copy of a birth certificate*

Redesigned Green Cards and Employment Authorization Documents

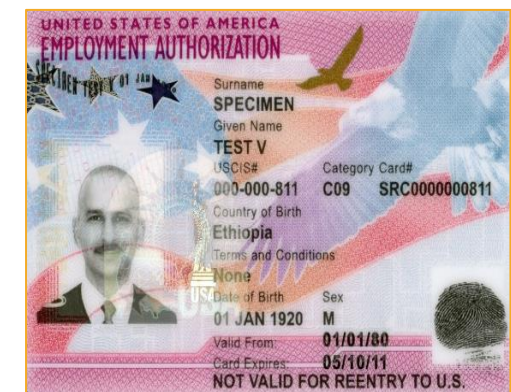
As of May 1, 2017, the Permanent Resident Card (Form I-551) and Employment Authorization Document (Form I-766) have been redesigned with:

- Enhanced graphics and fraud-resistant security features
- A unique graphic image and color palate
 - Green Cards will have an image of the Statue of Liberty and a predominately green palette
 - EAD cards will have an image of a bald eagle and a predominately red palette

Visit [I-9 Central > News Releases](#) for more information



Permanent Resident Card



Employment Authorization Document

Employment Authorization Document (EAD) Auto-Extension

- Effective Jan 17, 2017
- Rule for Retention of EB-1, EB-2, and EB-3 Immigrant Workers and Program Improvements Affecting High-Skilled Nonimmigrant Workers
- Auto-extends validity period of certain EADs for up to 180 days
- Employers use expired EAD with Form I-797C
- Form I-9 guidance: [Handbook for Employers \(M-274\)](#) and [Auto-Extended EAD Fact Sheet](#)
- Visit [I-9 Central](#) for more information

Employment Authorization Document (Form I-766) Sample



The category notation appears on the face of the Employment Authorization Document (Form I-766) under "Category."

The expiration date appears on the face of the Employment Authorization Document (I-766) to the right of "Card Expires."

Section 2: Receipt Rule

There are only three type of acceptable receipts:

1. A receipt showing that your employee has applied to replace a document that was **lost, stolen or damaged**.
 - Employee must present a replacement document within 90 days of the hire date.
 - You cannot accept receipt if employment is less than 3 days.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual.
 - Receipt is valid until the expiration date on the stamp, or one year after the issuance date if the stamp does not contain an expiration date.
 - Employee must show you their Permanent Resident Card (I-551) upon expiration.
3. The departure portion of the Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code "RE".
 - Employee must present an EAD or List B document and unrestricted Social Security Card within 90 days of the hire date.

Section 2: Copying Documents

You may choose to make copies of employee documentation presented to you for Section 2.

- If you choose to photocopy documents, you must do so for **ALL** employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.

Section 3: Reverification & Rehires

Employee Name from Section 1:	Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
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) ?
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) ?	
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 ?	

- You **MUST** reverify an employee using **Section 3** if his or her temporary employment authorization has expired.
- You **MAY** also complete Section 3 if you:
 - Rehire** the EMPLOYEE within 3 years of the date of initial execution of the Form I-9*
 - Update the **biographic information** of an employee

* USCIS recommends completing a new Form I-9 for rehires

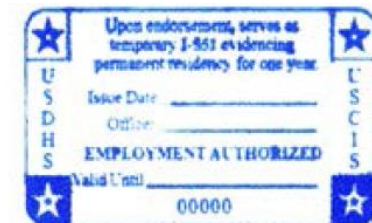
Section 3: When to Reverify

Reverify

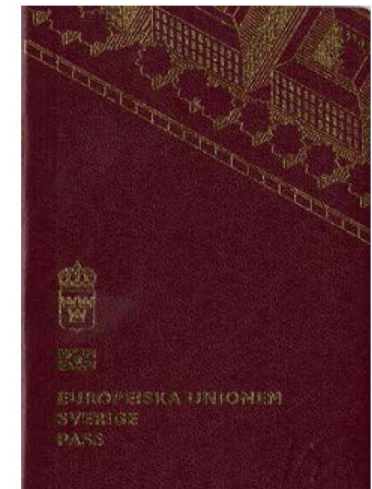
- When employment authorization document (List A or C) has an expiration date
- Form I-94 with a temporary I-551 stamp
- An unexpired foreign passport with a temporary I-551 stamp (on a machine readable immigrant visa (MRIV))
- Expired Permanent Resident Card presented with a Form I-797 (Notice of Action)

Do Not Reverify

- U.S. Passport or Passport Card
- Permanent Resident Card (From I-551)
- List B documents



I-551 Stamp



Unexpired Foreign Passport with I-551 Stamp

Correcting Form I-9

Correcting Mistakes

If you discover a mistake on Form I-9, correct the existing form

OR prepare a new Form I-9:

- If you choose to correct the existing Form I-9, line out the incorrect portions, enter the correct information, and initial and date the correction.
- If you do a new Form I-9, retain the old form. You should also attach a short memo to both the new and old Forms I-9 stating the reason for your action.

Missing Forms

If you discover you are missing the Form I-9 for an employee:

- Provide the employee with a Form I-9
- Complete the Form I-9 as soon as possible
- DO NOT backdate the Form I-9.

Storage and Retention



Storage

- **Form I-9 MUST be on file for all current employees.**
- Store Forms I-9 securely in a way that meets your business needs – on site, off-site, storage facility.
- Store copies of documents with the Form I-9 or with the employee's records.
- Ensure that only authorized personnel have access to stored Forms I-9.
- Make Forms I-9 available within 3 days of an official request for inspection.
- Ensure that only completed forms containing a signature and date are retained.

Retention

Forms I-9 must be retained for:

3 years after the date you **hire** an employee

or

1 year after the date employment **terminates**, whichever is later.

Example:

John Smith was hired on November 1, 2014, and on July 5, 2016, employment was terminated.

November 1, 2014 + 3 years = November 1, 2017

July 5, 2016 + 1 year = July 5, 2017

The retention date is November 1, 2017

Form I-9 and E-Verify

Form I-9 must be completed before a case can be created in E-Verify.



What is E-Verify?

- **Free web-based service that's fast and easy to use**
- **Electronically verifies the employment eligibility of**
 - Newly hired employees
 - Existing employees assigned to work on a qualifying federal contract *
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**



E-Verify Goals

- **Reduce** unauthorized employment
- **Minimize** verification-related discrimination
- Be **quick and non-burdensome** to employers
- **Protect** civil liberties and employee privacy

How does E-Verify work?

USCIS Form I-9
Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services
OMB No. 1515-0047
Replaces 1515-0047

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) First Name (Given Name) Middle Initial Other Last Names (Last of any) State ZIP Code
Address (Street Number and Name) Apt. Number City or Town State ZIP Code
Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number

Section 2. Employer Attestation
(Employers must complete and sign Section 2 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

1. 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.
2. I attest, under penalty of perjury, that I am checking one of the following boxes:
☐ 2.A. I am an alien of the United States (See instructions).
☐ 2.B. I am a non-citizen national of the United States (See instructions).
☐ 2.C. I am a U.S. citizen (See instructions).
3. I am an alien authorized to work (U.S. Immigration Law, if applicable, mm/dd/yyyy).
4. I am an alien authorized to work (U.S. Immigration Law, if applicable, mm/dd/yyyy).
Some aliens may enter "NA" in the expiration date field. (See instructions).
Alien's authorization to work must provide only one of the following document numbers to complete Form I-9:
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
City of Issuance Today's Date (mm/dd/yyyy)
Signature of Employer Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):
☐ I filled out this form in person. ☐ I prepared and/or translated this form for an employee in completing Section 1.
(Fields below must be completed and signed when preparer and/or translator 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 Today's Date (mm/dd/yyyy)
Last Name (Family Name) First Name (Given Name) State ZIP Code
Address (Street Number and Name) City or Town State ZIP Code
Click to Finish

Page 1 of 4



Employment
Authorized

TNC

DHS
Verification in
Process

Results after TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized

Review and Update Employee Data

Case in Continuance

DHS Verification in Process

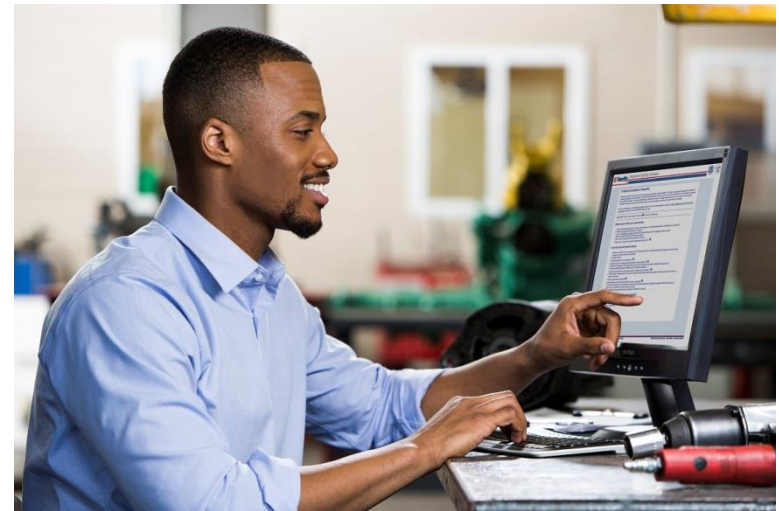
DHS No Show

Final Nonconfirmation

What is myE-Verify

myE-Verify is a new, free web-based service for employees to participate in the E-Verify process.

- Confirm your work eligibility
- Create a myE-Verify account
- Protect your identity
- Learn about your rights



Resources



Form I-9 Resources

I-9 Central

- [I-9 Central](#)
- [Office of Citizenship](#)
- [I-9Central/Espanol](#) (Spanish)

M-274, Handbook for Employers

- [Updated M-274 Table of Changes](#)

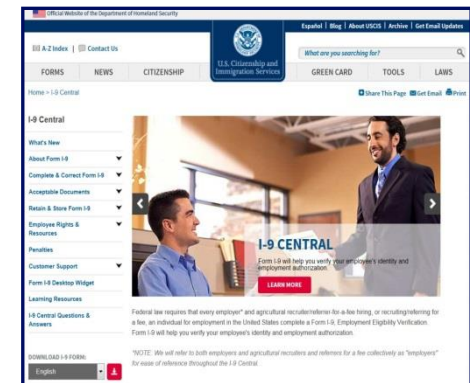
Mergers & Acquisitions

Free Customized Webinars

Examples of documents:

- [Acceptable Documents](#)
- [Additional Documentation Requirements](#)

I-9 Webinar on Demand & Vignettes



E-Verify Outreach

- Free Customized Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
 - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.”



Customer Service

E-Verify received one of the highest customer service ratings among federal agencies according to the 2016 American Customer Satisfaction Survey.

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@dhs.gov**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.dhs.gov/E-Verify**

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Feedback COMMENTS ON OUR WEBINAR?

Send to:

E-VerifyOutreach@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.dhs.gov/E-Verify