

Form I-9 Purpose and Completion





Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No.1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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 (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	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	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input 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 (Enter USCIS or A-Number: _____)				
		<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) _____				
		If you check Item Number 4. , enter one of these:				
		USCIS A-Number _____		OR	Form I-94 Admission Number _____	
				OR	Foreign Passport Number and Country of Issuance _____	
Signature of Employee				Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A	OR	List B	AND	List C
Document Title 1				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 2 (if any)		Additional Information <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.		
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.		First Day of Employment (mm/dd/yyyy): _____
Last Name, First Name and Title of Employer or Authorized Representative _____		Signature of Employer or Authorized Representative _____
		Today's Date (mm/dd/yyyy) _____
Employer's Business or Organization Name _____		Employer's Business or Organization Address, City or Town, State, ZIP Code _____

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Introduction

In compliance with the Immigration Reform and Control Act of 1986, all U.S. employers must verify the identity and employment eligibility of all new employees (both citizens and noncitizens) hired after November 6, 1986.

This requirement is satisfied by having newly hired employees complete the United States Citizenship and Immigration Services (USCIS) Form I-9.

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“Any time a one-page form requires eight pages of instructions, two supplements, a 146-page handbook and the potential for significant monetary and criminal penalties, it will continue to present a significant compliance challenge for employers.” – Jang Hyuk Im, HR lawyer

Penalties

- For I-9 paperwork violations, the penalties range from **\$272 to \$2,701** for the first offense for substantive violations or uncorrected technical errors.
- **For recruiting, referral, and rehiring unauthorized non-citizens violations, the penalties range from \$676 to \$5,404** for first offenses for each knowingly employed unauthorized workers.
- **The penalties range from \$5,404 to \$27,108** for second and subsequent offenses
- If employers try to trick ICE, or ignore credible warnings, they risk serious fines. Companies can also be punished for “subsequent offenses” even if their prior punishment wasn’t in the recent past.

Agenda

- Purpose of Form I-9.
- Employer Responsibilities.
- Completing Form I-9.
- Form I-9 Retention Requirements.

Purpose of Form I-9

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

Employers may designate an authorized representative to complete the Form I-9 on the employer's behalf.

[Employment Eligibility Verification | USCIS](#)

Employer Responsibilities

All employers must:

- Make the instructions for Form I-9 and Lists of Acceptable Documents available to the employee when completing the Form I-9.
- Ensure that the employee completes [Section 1](#) no later than their first day of work.
- Complete [Section 2](#) within three business days after the employee's first day of employment. If an individual is hired for less than three business days, Section 2 must be completed no later than the first day of employment.

Employer Responsibilities

All employers must:

- Complete Supplement B, Reverification and Rehire when applicable.
- Leave a field blank if it does not apply and allow employees to leave fields blank in Section 1, where appropriate.
- Retain completed forms. Employers are not required to retain or store the page(s) containing the Lists of Acceptable Documents or the instructions for Form I-9.

Completing Form I-9

Section 1

The employee must complete [Section 1](#) of the Form I-9 no later than the first day of employment. The employee may complete Section 1 before the first day of work, but only after an offer of employment has been accepted.

The employee may use a translator or preparer to complete Section 1 of the form. However, the form must be signed by the employee, and the translator or preparer must complete Supplement A on page 3 of the Form I-9.

Social Security numbers are not required on Form I-9 unless the employer uses E-Verify.

Completing Form I-9 (cont.)

Section 2

The employer must complete [Section 2](#) within **three business days** after the employee's first day of employment.

The employer may designate an authorized representative to review an employee's documents and complete Section 2.

Employers who participate in E-Verify may view the employee's documents virtually under certain conditions.

Completing Form I-9 (cont.)

Section 2 (cont.)

The new employee must present original and unexpired document(s) from the [Lists of Acceptable Documents](#) to prove identity and employment authorization.

- Documents from List A show both identity and employment authorization.
- Documents from List B show identity only
- Documents from List C show employment authorization only.

Completing Form I-9 (cont.)

Section 2 (cont.)

Employers must accept any document(s) from the employee that are included on the Lists of Acceptable Documents and that reasonably appear on their face to be genuine and to relate to the person.

Employers may not specify which document(s) an employee should present.

Employers must examine the documents presented and fully complete Section 2 by recording the title, issuing authority, number and expiration date (if any) of the document(s).

Completing Form I-9 (cont.)

Section 2 (cont.)

Employers may choose to make and retain copies of the document(s) reviewed and attach the copies to the Form I-9 but are not required to do so unless the employer participates in E-Verify.

Completing Form I-9 (cont.)

Supplement A - Preparer and/or Translator Certification for Section 1

This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9.

The preparer and/or translator must enter the employee's name at the top of the page.

Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain the completed supplement sheet(s) with the employee's completed Form I-9.

Completing Form I-9 (cont.)

Supplement B - Reverification and Rehire (formerly Section 3)

Employers must complete this page if an employee:

- Requires reverification of authorization to work.
- Is rehired within three years of the date the original Form I-9 was completed.
- Provides proof of a legal name change.

Enter the employee's name at the top of the page and complete the relevant section(s). Use a new section for each reverification or rehire. Retain Supplement B with the employee's completed Form I-9.

Completing Form I-9 (cont.)

Reverification

Reverification means updating the employee's work authorization; this is done only when an expiration date is entered in Section 1, List A or C (Employment authorization). Reverification must be done on or before the expiration date recorded in Section 1.

The employee must present a document that shows either an extension of the initial employment authorization or new employment authorization. This can be any document from Lists A or C.

Employees cannot work beyond the date their employment authorization expires without reverifying their authorization to work in the U.S.

Completing Form I-9 (cont.)

Rehires

If an employee is rehired within three years of the date the Form I-9 was originally completed, employers have a choice of completing Appendix B or by completing a new Form I-9 for the rehire.

If a new version of Form I-9 is available, employers must complete the new version of Form I-9 for rehires.

Retention Requirements

Employers must retain an employee's completed Form I-9 for as long as the individual works for the employer.

Once the individual's employment has terminated, the employer must determine how long after termination the Form I-9 must be retained, which is either **three years after the date of hire, or one year after the date employment is terminated, whichever is later.**