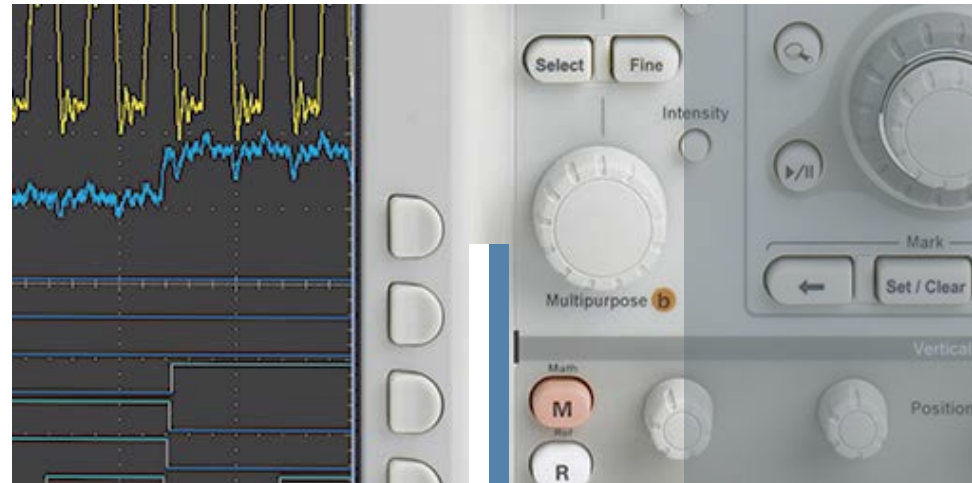


# I-9 Tutorial



# I-9 Tutorial: Section 1 Associate Information

Review the form to ensure these items are **COMPLETELY** filled out

- Last Name
- First Name
- Middle Initial
- Maiden Name *if applicable*
- Street Address
- City
- State
- Zip
- Social Security Number
- Date of Birth
- associate has signed and dated the form

OMB No. 1615-0047; Expires 06/30/09

## Form I-9, Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

**IMPORTANT:** 1 of the 3 boxes must be checked and all information filled in accordingly.

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):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A
- An alien authorized to work until (Alien # or Admission #)

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**NOTE:** Preparer and/or Translator Certification only to be completed if someone other than the associate completes section 1

# I-9 Tutorial: Section 2: Employer Review & Verification

**IMPORTANT:**  
Fill in the information with **ONLY** the information requested

**EXAMPLES:**  
**Doc Title:** US Passport  
**Issuing Authority:** Dept of State  
**Document #:** 012345  
**Expiration Date (if any):** 02/22/2022

OR

**Doc Title:** India Passport  
**Issuing Authority:** Gov't of India  
**Document #:** 678901  
**Expiration Date (if any):** 02/22/2022  
**Document #:** 2345  
**Expiration Date (if any):** 02/22/2022

**1 document from List A**

## OPTION 1: LIST A

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
<b>Section 2. Employer Review and Verification.</b> To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).				
Document title:				
Issuing authority:				
Document #:				
Expiration Date (if any):				
Document #:				
Expiration Date (if any):				

**LIST A**  
**Documents that Establish Both  
 Identity and Employment  
 Eligibility**

1. U.S. Passport (unexpired or expired)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. An unexpired foreign passport with a temporary I-551 stamp
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

**STOP:** If you fill in List A leave List B AND List C blank

**NOTE:** List of acceptable documents are located on page 4 of the I-9

# I-9 Tutorial: Section 2: Employer Review & Verification Cont'd

## OPTION 2: LIST B AND LIST C

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title:				
Issuing authority:				
Document #:				
Expiration Date (if any):				
Document #:				
Expiration Date (if any):				

1 document from list B  
AND  
1 document from list C

**IMPORTANT:**  
Fill in the information with **ONLY** the information requested

**EXAMPLE LIST B:**  
Doc Title: TX DL  
Issuing Authority: DPS  
Document #: 012345  
Expiration Date (if any): 02/22/2022

AND

**EXAMPLE LIST C:**  
Doc Title: US Passport  
Issuing Authority: Dept of State  
Document #: 012345  
Expiration Date (if any): 02/22/2022

LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
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. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
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 Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Voter's registration card		4. Native American tribal document
5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
8. Native American tribal document		
9. Driver's license issued by a Canadian government authority		

**STOP:** If you fill in List B AND C leave List A blank

**NOTE:** List of acceptable documents are located on page 4 of the I-9

# I-9 Tutorial: Section 2: Employer Review & Verification Cont'd

**IMPORTANT:** the date the associate starts

**CERTIFICATION** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

**IMPORTANT:** Enter the local street address **NOT** the P.O. Box

**NOTE:** date should reflect the actual day information was verified – **NO BACKDATING**

# I-9 Tutorial: Section 3: Updating and Verification

**NOTE:** This is to be done by the I-9 Coordinator or whoever maintains the I-9 file

<b>Section 3. Updating and Reverification. To be completed and signed by employer.</b>	
A. New Name <i>(if applicable)</i>	B. Date of Rehire <i>(month/day/year) (if applicable)</i>
<input type="text"/>	<input type="text"/>
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: <input type="text"/>	Document #: <input type="text"/>
Expiration Date (if any): <input type="text"/>	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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	Date <i>(month/day/year)</i>
<input type="text"/>	<input type="text"/>

Updating & Reverification to be used when:

- Work Authorization expires from section 1
- Marriage and the last name changes
- Foreign National leaves the country & is issued a new I-94