Completing Form I-9
A Guide to Completing Your New Hire’s Electronic Form I-9

Revised Dec 2013
Completing Form I-9
(Employment Eligibility Verification Form)

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About Form I-9
(Employment Eligibility Verification)

Information obtained on Form I-9 is collected in compliance with the Immigration Reform and Control Act of 1986. To comply with the law, employers must verify the identity and employment authorization of each person they hire, complete and retain a Form I-9, Employment Eligibility Verification, for each employee, and refrain from discriminating against individuals on the basis of national origin or citizenship. Form I-9 helps employers to verify individuals who are authorized to work in the United States.

The Form I-9 is composed of three sections, the employee completes Section 1, and the employer completes Section 2 and Section 3. Section 1 and 2 are completed when employing a new hire and Section 3 is only completed when reverification is necessary and/or when rehires take place.

Section 1: Employee Information and Attestation

Section 2: Employer or Authorized Representative Review and Verification

Section 3: Reverification and Rehires

In the following guide, you will find helpful directions on how to complete the Form I-9 from start to finish using the online I-9 system. The guide provides instruction on how to complete Section 1, when this section needs to be complete and what guidance needs to be given to the employee in order for them to complete it. Instructions are provided on how to complete Section 2 which include how to request an account on the online site and how to verify your employee’s eligibility.

Should you have any questions or concerns, please contact Human Resources:

Office of Human Resources
Bell Hall
109 Cary Street
Williamsburg, VA 23185
(757) 221-3169
Completing Section 1—Employee Information

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

Dates for Completion:

When completing Form I-9, you must make available to your employee the complete instructions to the form and the List of Acceptable Documents which are available at the online site at www.newi9.com. Your newly hired employee must complete and sign Section 1 of Form I-9 no later than their first day of employment.

You may have your employees complete Form I-9:

- On their first day of employment (i.e., the actual commencement of employment of an employee for wages or other remuneration referred to as date of hire in the DHS regulations).
- Before their first day of hire, if you have offered the individual a job and if they have accepted the offer.

Employees can have help completing Section 1, including using a translator.
Access for Newly Hired Employees:

Direct your newly hired employees to the online I-9 site at [http://www.newi9.com/](http://www.newi9.com/) and enter 14621 as the Employer Code for W&M/VIMS.

Section 1:

Newly hired employees must complete Section 1 of Form I-9 no later than their first day of employment. Section 1 can be completed when the employee has accepted a job offer and/or as early as 60 days prior to the first day of employment.

Newly hired employees must provide the following information to complete Section 1:

1. **Name/Other Names Used:** Provide full legal last name (surname), first name (given name), and middle initial (first letter of second given name). If an employee has two first or last names, include both, and include a hyphen between the names, if either are hyphenated. If no other legal names (such as a maiden name), has been used, N/A in the “Other Names Used” box is required.

2. **Address:** Include current address. If no street address, please provide a description of where the residence is located. P.O. Box addresses are not permitted.

3. **Date of Birth/U.S. Social Security Number/E-Mail Address and Telephone Number (Optional):** Enter date of birth in MM/DD/YYYY format. Since the College of William and Mary participates in E-Verify, a Social Security number is required. If the new hire does not have a Social Security number, choose “SSN Applied For” which appears directly under the SSN field until the SSN can be obtained. Including the E-mail address and telephone number is optional, but if the employee chooses not to include this information, N/A must be written in the appropriate fields.
4. **Indicate the appropriate field:**
   a. A citizen of the United States
   b. A noncitizen national of the United States
   c. A lawful permanent resident
   d. An alien authorized to work: complete the following
      1. Indicate the date authorization to work expires. If this is not applicable, please write N/A.
      2. Enter Alien Registration Number (A-Number)/USCIS Number. If the employee does not have an A-Number or an USCIS Number, enter the Admission Number in the appropriate field. The Admission Number can be found on a Form I-94, “Arrival-Departure Record,” or from information provided by the USCIS or U.S. Customs and Border Protection.
         a. If the CBP provided your Admission Number in connection with your arrival in the United States, record the passport number and issuing authority of the foreign passport you used to enter the United States.
         b. If the USCIS provided your Admission Number within the United States, or you entered the United States without a foreign passport, write N/A in the Foreign Passport Number and Country of Issuance fields.

5. **Preparer and/or Translator Certification:** If a preparer or translator assists in completing Section 1, their information will default to these fields.
# Employment Eligibility Verification

**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 Names Used (if any)**

- **Address (Street Number and Name)**
- **Apt. Number**
- **City or Town**
- **State**
- **Zip Code**

- **Date of Birth**
- **U.S. Social Security Number**
  - [ ] SSN Applied For

- **E-mail Address**
  - (optional)

- **Telephone Number**
  - (optional)

**Employment Date (mm/dd/yyyy)**

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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 of the United States
- [ ] A noncitizen national of the United States (see instructions)
- [ ] A lawful permanent resident ( Alien Registration Number/USCIS Number: )
- [ ] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

  - [ ] Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

   OR

2. Form I-94 Admission

   (If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following):

   - **Foreign Passport Number**: ____________________________
   - **Country of Issuance**: ____________________________

   - [ ] Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)
<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riggs</td>
<td>Lynn</td>
</tr>
</tbody>
</table>

Address (Street Number and Name)

P. O. Box 8795

City or Town: Williamsburg
State: VA
Zip Code: 23185

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

[Cancel] [Continue]
Completing Section 2 - Employer Review and Verification

Dates for Completion:

Employers must complete Section 2 of Form I-9 within three business days of the date of hire of their employee (the hire date means the first day of work for pay). For example, if your employee began work for pay on Monday, you must complete Section 2 by Thursday of that week. If the job lasts less than three days, you must complete Section 2 no later than the first day of work for pay.

Employee Responsibilities for Section 2:

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

Employees must make:

- One selection from List A, OR
- One selection from List B, in combination with one selection from List C

List A documents demonstrate identity AND employment authorization. List B documents prove identity only, and List C documents show employment authorization only.

In certain circumstances, employees may present an acceptable receipt in lieu of a List A, B, or C document. Receipts only temporarily satisfy the document presentation requirement for Section 2.

Employer Responsibilities for Section 2:

An employer, or an authorized representative of the employer, completes Section 2. Employers must physically examine the documentation presented by the employee.

The employer’s responsibilities include:

- Ensure that the document(s) presented are on the List of Acceptable Documents, or an acceptable receipt
- Examine each document to ensure that it is genuine and that it relates to the employee. If the employer rejects the document, the employee is allowed to present another document in its place.
- Record the document title, issuing authority, number(s), and expiration date (if applicable), from the original document(s).
- Enter the date the employee began, or will begin, work for pay.
- Provide the name, signature, and title of the person completing Section 2, as well as the date that Section 2 was completed. (Note: online system defaults this information)
- Record the employer’s business name and address. (Note: online system defaults this information)
- Return the documentation presented back to the employee.
Entering Dates in Section 2:

Section 2 includes two spaces that require dates. These spaces are for (1) the date the employee began employment (for example, work for pay), and (2) the date the employer examined the documentation the employee presented to show identity and employment authorization.

1. The Date the Employee Began Employment
   a. Enter the current date if Section 2 is completed the same day the employee begins work for pay.
   b. Enter a past date if Section 2 is completed after the employee began work for pay. Enter the actual date the employee began work for pay.
   c. A future date in Section 2 is completed after the employee accepts the job offer but before the individual will begin work for pay. Enter the date the employee expects to begin work for pay. If the employee begins work for pay on a different date, correct the date by selecting the "Change Section 1 Information" link.

2. The Date the Employer Examined the Employee’s Documents
   a. This date is the actual date the employer completes Section 2 by examining the documentation presented by the employee.

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

Employment Date: 6/3/2013

Location:

Change Section 1 Information
View and Print Employee Receipt
Internal Access for Hiring Officials

Accessing Online Site:

Once the New Hire has completed Section 1, log into the I-9 database at www.i9express.com to complete Section 2 of the form verifying their employment eligibility.

Enter your User ID which is your Banner/930 number and click Continue.
First Time Access:

To request a user account, contact your Employment Specialist by email and include your Banner ID number. You will receive an email notifying you when your account has been established.

As a first time user, your PIN is your eight-digit birthdate in MMDDYYYY format.

NOTE: Do not put any dashes between the numbers.

First-time users will be guided through a 5 step security process.

Choose a personal security image. The image you choose will appear every time you log in, protecting your account.

Answer 6 security questions.

Provide your contact information

Reset your PIN. Do this by entering your first PIN (8-digit birthdate), and submitting a new PIN. You are only allowed to use numbers for your pin. No letters or special characters are accepted.
Locating Pending I-9 Forms:

On the Main Menu click on the Search for Employees link to search for the pending form in order to complete it.

Enter the First and Last Name to access the pending I-9 Form

Click on the Name of your New Hire
Completing Section 2 – Employer Review

Employers must complete and sign Section 2 of Form I-9 within three business days of the employee’s first day of work for pay. If the job lasts less than three days, the employer must complete Section 2 no later than the first day of work for pay.

The Employment Date is the New Hire’s start date. Section 2 must be completed no later than 3 days after the New Hire’s employment date. (Ex: If the Employment Date is 6/03/2013, Section 2 must be completed no later than 6/06/2013).

Once you click on the link to View the Employee Receipt, the Date your new hire completed and electronically signed Section 1 can be viewed.
Step 1: Verify/Complete the Employment Date or update if necessary. Location will generally default to your home location unless you are assigned to both W&M and VIMS.

Step 2: Review the documents presented by your new hire.

- New Hires will have to prove their identity and their authorization to work by presenting a List A document OR a List B document accompanied by a List C document.
- **List A** documents prove identity and authorization to work. Some List A documents are combination documents, meaning they must be presented together in order to be considered a List A document. An example of this is a foreign passport that must be presented with a Form I-94.
- **List B** documents solely prove identity and must contain a photograph, while **List C** documents only prove authorization to work in the United States.
- Refer to the List of Acceptable Documents to see which documents prove identity and authorization to work in the Help section on the Main page on the online site and also in the Appendix of this guide.

Select the appropriate field (“List A” OR “List B and C”), then use the toggle arrow to select the document your new hire is presenting.

After selecting “Continue,” you will be asked to include details from the documents your new hire presents. Be aware that some of the fields (such as expiration date), may not be relevant to the particular document.
Step 3: On the Employer Review page, carefully review the information entered. If any information is incorrect, click the Change Information link before you Continue.

After verifying the information is accurate, select that you have “read and agree with the certification statement above” and enter your Banner ID.

Step 4: If the status indicates Employment Authorized, scroll down to E-Verify section and click Close Case.
If the employee is currently working for you, or has yet to start indicate “Yes” the employee continues to work after receiving an Employment Authorized result. **Note:** If the employee does not report for work, the I-9 form can be updated.
Permanent Resident Example:

Permanent Residents will present their Form I-551—Permanent Resident Card or Alien Registration Receipt Card, which is a List A document.

Current Permanent Resident Card

Step 1: Select List A Document – Form I-551—Permanent Resident Card or Alien Receipt Card.

Step 2: Complete all information indicated above and click “Continue”. You will then follow the steps on page 15 to complete the employment authorization and close the case.
F-1 Student with Form I-20 and Form I-94 Example:

F-1 students will present their unexpired foreign passport, Form I-20 with the designated school official’s endorsement for employment, and a valid Form I-94/I-94A, indicating F-1 nonimmigrant status. Together these documents qualify as a List A document.
Step 1: Select the List A document – “Foreign Passport with I-94 and I-20”

Step 2: Complete all information indicated above and click “Continue”. You will then follow the steps on page 15 to complete the employment authorization and close the case.
J-1 Student and Exchange Visitor with DS-2019 and Form I-94 Example:

J-1 students and exchange visitors will present their Foreign Passport, a DS-2019, and a valid Form I-94.
Step 1: Select the List A document – “Foreign Passport with I-94 and DS-2019”

Complete all required information which can be found on the Passport

Complete the I-94 # and expiration date if applicable. Note: The new hire may present the Traditional Card or the Computer Printout of their I-94.

Complete the DS-2019 # and the expiration date

Step 2: Complete all information indicated above and click “Continue”. You will then follow the steps on page 15 to complete the employment authorization and close the case.
I-94 Automation

On April 30, 2013 U.S. Customs and Border Protection (CBP) automated the Form I-94, Arrival/Departure Record, process at air and sea ports and will expand the automated process nationwide to all air and sea ports of entry by the end of May. CBP officers will no longer provide a paper Form I-94 to travelers but will provide travelers with instructions on how to obtain their Form I-94, if needed.

How will this affect employees?

Employees will need to print out a hard copy of their Form I-94 from the CBP website at [www.cbp.gov/I94](http://www.cbp.gov/I94) if they wish to present it for Section 2 of Form I-9. Employees who provide an Alien Registration Number or USCIS Number in Section 1 do not need to provide their Form I-94 admission number or foreign passport information in Section 1.

On the current version of Form I-9, employees who provide their Form I-94 Admission number in Section 1 of Form I-9, will either:

- Record information about their foreign passport they used to enter the United States if they obtained their I-94 Admission number from CBP (whether directly or from the CBP website) in connection with their arrival in the United States; OR
- Write “N/A” in the foreign passport fields if they obtained their I-94 Admission number from USCIS within the United States or they entered without a Foreign Passport.

How will this affect employers?

Employers may see new Forms I-94 (see example below) presented to them after automation that look different than paper Form I-94. The Form I-94 printout from the CBP website is an official Form I-94.

Employers will see two versions of Forms I-94, both of which are acceptable for Form I-9 purposes:

- One type is the familiar card that contains an official stamp and possible handwritten information.
- The other type is a newly designed computer-generated printout, and does not contain stamps or handwritten information.
U.S. Citizen – Presenting a U.S. Passport requiring a Photo Match Example:

Step 1: Select the **U.S. Passport or U.S. Passport Card** option from the drop down box under **List A**.
Step 2: Complete the Issuing Authority, Passport # and the Expiration Date

Step 3: The passport must be either scanned or a copy maintained in your department’s files.

Step 4: E-Verify will require a photo match to be performed for any US Citizen who uses a passport for their form of identification. In the E-Verify history section, click Photo Matching.

Step 5: Match the Photo appearing on your screen with the photo on the identification.
Step 6: Click “Yes,” if the photographs are the same. Click “No,” if the photographs are different.

Step 7: If you have scanned the passport, attach the image to the form by clicking the “Attach File” action in the I-9 History Section on the Employee Detail page, OR retain the hardcopy of the image in a separate file in your department.

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I-9 History

<table>
<thead>
<tr>
<th>Hire/Entry</th>
<th>Type (click to view)</th>
<th>E-Verify</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/14/2012</td>
<td>Original I-9</td>
<td></td>
<td><img src="image" alt="Attach File" /></td>
</tr>
</tbody>
</table>

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Step 8: Select Case Closure Option

If the employee is currently working for you, or has yet to start indicate “Yes” the employee continues to work after receiving an Employment Authorized result, then select “Close Case”. **Note:** if the employee does not report for work, the I-9 form can be updated.
U.S. Citizen – Presenting a Driver’s License or ID Card (List B document) Example:

Step 1: If the U.S. citizen presents his or her Driver’s License or ID card to prove identity, it must contain a photograph or other identifying information, such as name, date of birth, gender, height, eye color, and address.
Step 2: Select the appropriate **Issuing Authority** (state), and fill in the **Document #** (driver’s license number), and the **Expiration Date** (XX/XX/XXXX).
Step 3: Select Case Closure Option

If the employee is currently working for you, or has yet to start indicate “Yes” the employee continues to work after receiving an Employment Authorized result, then select “Close Case”. **Note: if the employee does not report for work, the I-9 form can be updated.**
U.S. Citizen – Presenting a Social Security Card (List C document) Example:

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services), and can be presented as a List C document unless the card specifies that it does not authorize employment in the United States. Metal or plastic reproductions are not acceptable. A Social Security number will not be acceptable if it includes one of the following:

- NOT VALID FOR EMPLOYMENT
- VALID FOR WORK ONLY WITH INS AUTHORIZATION
- VALID FOR WORK ONLY WITH DHS AUTHORIZATION

Step 1: If the U.S. Citizen presents a U.S. Social Security Card to prove his or her authorization to work in the United States, remember to check that the card does not specify the contrary.
Step 2: Confirm the **Issuing Authority** (Social Security Administration) and the **Social Security Number** that appear on the I-9 database are the same as those with appear on the New Hire’s Social Security Card.

![Section 2 - Employer Review and Verification](image)

Step 3: Select Case Closure Option

If the employee is currently working for you, or has yet to start indicate “Yes” the employee continues to work after receiving an Employment Authorized result, then select “Close Case”. **Note:** if the employee does not report for work, the I-9 form can be updated.

![Verification Results (07/05/2012)](image)
U.S. Citizen – Presenting a Birth Certificate (List C document) Example:

Step 1: If the U.S. Citizen presents a Birth Certificate to prove his or her authorization to work in the United States, it must have an official raised seal from the issuing state or county. Copies of the original document ARE NOT permitted.

Step 2: Fill in the Issuing Authority (state) and the Document #, indicated on the certificate, in the appropriate fields.
E-Verify: Determining if the Employee is Legally Eligible to Work

Closing the Case - If the status indicates Employment Authorized:

In the E-Verify section, click Close Case.

On the next page, indicate if the employee is currently working for you or not. If the employee is currently working for you, you will then need to indicate if the employee continues to work because of being authorized, if the I-9 is a duplicate, or if the data submitted was incorrect. In most instances, you will select the first option.

Employment is not authorized by either Social Security Administration or Department of Homeland Security:

Contact the Office of Human Resources for assistance however; the following information can be provided to the employee.

1. When the current status is SSA Tentative Non-confirmation:
a. Use the following language to explain to the employee why they are ineligible to work:

“When your information was compared electronically to government records, the Social Security Administration (SSA) could not confirm that you are eligible to work in the United States. As a result, you must contact SSA to resolve the situation within 8 days if you wish to continue pursuing an opportunity with us.”

b. Ask employee if they wish to Contest or Not Contest. Click appropriate button. Follow the steps provided after your selection. In the case of Not Contest, click the correct Resolution and then the Resolve button.

c. Do Not Use the Section 3 button to correct any information if the employee data is incorrect. You must invalidate the query and begin again with Section 1

d. Emphasize with the employee that he has 8 government working days to resolve the issue displayed in the Reason field with the SSA. If the employee cannot resolve the issue within this time frame, inform them that we cannot proceed with their employment at this time.

e. Once the data has been updated in the SSA database, the case will be released. This usually occurs within 10 government working days. The I-9 eXpress system will automatically search the SSA database for any updated information every day. The status of any I-9s that are found in this search will be updated in I-9 eXpress. It is your responsibility to monitor the status of I-9s that are in “E-Verify Issues.”

f. If an employee never returns the corrected information within the 8 day timeframe, I-9 eXpress will automatically resubmit the employee’s information to be verified. If the employee’s information at SSA has not been updated, a Final Non-confirmation status will be received. You must resolve the case.

g. In I-9 eXpress, search for the employee in question, click the Resolve Case button. Under Select Case Resolution, select the Self Terminated option, and click Resolve.

2. When the current status is DHS Tentative Non-confirmation: The above steps can be followed however; please contact the Office of Human Resources for assistance.
Appendix: Form I-9 (Paper Version)

Section 1: Employee Information and Attestation:

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>Apt Number</td>
<td>City or Town</td>
<td>State</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td>Email Address</td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

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 of the United States
- [ ] A noncitizen national of the United States (See instructions)
- [ ] A lawful permanent resident (Alien Registration Number/USCIS Number): ____________________________
- [ ] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ________________________ . Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ____________________________

OR

2. Form I-94 Admission Number: ____________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: ____________________________

Country of Issuance: ____________________________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ____________________________ Date (mm/dd/yyyy): ____________________________

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.

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 |

3-D Barcode
Do Not Write in This Space

Form I-9 03/08/13 N
Section 2: Employer or Authorized Representative Review and Verification

Employers or their authorized representatives 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 examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the last page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date (if any).

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity and Employment Authorization</td>
<td>Identity</td>
<td>Employment Authorization</td>
<td></td>
</tr>
<tr>
<td>Document Title:</td>
<td>Document Title:</td>
<td>Document Title:</td>
<td></td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td>Issuing Authority:</td>
<td>Issuing Authority:</td>
<td></td>
</tr>
<tr>
<td>Document Number:</td>
<td>Document Number:</td>
<td>Document Number:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
<td></td>
</tr>
</tbody>
</table>

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

Date (mm/dd/yyyy)

Title of Employer or Authorized Representative

Last Name (Family Name)

First Name (Given Name)

Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)

City or Town

State

Zip Code

Section 3: Reverification and Rehires

To be completed and signed by employer or authorized representative.

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial

B. Date of Rehire (if applicable) (mm/dd/yyyy)

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current 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: 

Date (mm/dd/yyyy): 

Print Name of Employer or Authorized Representative:
List of Acceptable Documents

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.

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

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.