

Employee Portion

Section 1. Employee Information and Attestation <small>(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.)</small>				
Last Name (Family Name) Washington	First Name (Given Name) George	Middle Initial A	Other Last Names Used (if any) N/A	
Address (Street Number and Name) 123 Star Spangled Way		Apt. Number 1	City or Town Westmoreland	State VA
Date of Birth (mm/dd/yyyy) 02/02/1982		U.S. Social Security Number 123 - 45 - 6789	Employee's E-mail Address gWASHINGTON@email.com	Employee's Telephone Number 202-123-4567
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): _____ <small>Some aliens may write "N/A" in the expiration date field. (See instructions.)</small> <small>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.</small>				
Signature of Employee <i>George Washington</i>			Today's Date (mm/dd/yyyy) 01/22/2017	
Preparer and/or Translator Certification (check one):				
<input type="checkbox"/> I did not use a preparer or translator. <input checked="" type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. <small>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</small>				
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>Abigail Adams</i>			Today's Date (mm/dd/yyyy) 01/22/2017	
Last Name (Family Name) Adams		First Name (Given Name) Abigail		
Address (Street Number and Name) 123 American Way		City or Town Weymouth	State MA	ZIP Code 20001

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Have the employee enter their full legal name and other last names that they have used in the past or present (such as a maiden name) if any.

- Have employees with two last names (family names) include both in the Last Name field. Employees who hyphenate their last names should include the hyphen (-) between the names. Employees with only one name should enter it in the Last Name field and enter "Unknown" in the First Name field. "Unknown" may not be entered in both the Last Name and the First Name fields.

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- Employees with two first names (given names) should include both in the First Name field. Employees who hyphenate their first name should include the hyphen (-) between the names.
- Have the employee enter their middle initial in the Middle Initial field. Enter “N/A” if the employee does not have a middle initial.
- Have the employee enter their maiden name or any other legal last name they may have used in the Other Last Names Used field. Enter “N/A” if the employee has not used other last names.



The employee should enter their home address, apt. number, city or town, state and ZIP Code. Employees who have no Apt. Number should enter “N/A” in that field. Employees who do not have a street address should enter a description of the location of their residence, such as “Two miles south of I-81, near the water tower.”



Employees should enter their date of birth as a two-digit month, two-digit day, and four-digit year: (mm/dd/yyyy) in this field. For example January 8, 1980 should be entered as 01/08/1980. Employees may voluntarily provide a Social Security number unless the employer participates in E-Verify. If the employer participates in E-Verify and:

- The employee has been issued a Social Security number, they must provide it on Form I-9; or
- The employee has applied for, but has not yet received the Social Security number, have the employee leave this field blank. Employees who can satisfy Form I-9 requirements may work while awaiting their Social Security numbers.

It is optional for the employee to provide an email address and telephone number in Section 1. If the employee chooses to provide an email address, it should be entered in the [name@site.domain](#) format. Employees who do not wish to enter an e-mail address or telephone number should enter “N/A” in these fields.

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Have the employee read the warning and attest to their citizenship or immigration status by checking one of the following boxes provided on the form:

- **A citizen of the United States**
- **A noncitizen national of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
- **A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents. Asylees and refugees should not select this status, but should instead select “An alien authorized to work” below. Employees who select this box should enter their seven to nine-digit Alien Registration Number (A-Number) or USCIS Number in the space provided. The USCIS Number is the same as the A-Number without the “A” prefix.
- **An alien authorized to work:** An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States. For example, asylees, refugees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau should select this status.



Have the employee sign and date the form, entering the date in Section 1 as a two-digit month, two-digit day, and four-digit year (mm/dd/yyyy).



If the employee used a preparer and/or translator to complete the form, that person must certify that they assisted the employee by completing the Preparer and/or Translator

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Certification block. If the employee did not use a preparer and/or translator, have the employee check the box marked "I did not use a preparer or translator." If the employee used one or multiple preparers or translators and is completing the paper Form I-9, print out the Form I-9 Supplement, Section 1 Preparer and/or Translator Certification. If the employee used one or multiple preparers and/or translators and is completing Form I-9 using a computer, check the second box marked "A preparer(s) and/or translator(s) assisted the employee in completing Section 1" and select the number of preparers or translators the employee used in the drop down box next to "How Many?"