

Employer Portion

Figure 2: Section 2: Employer or Authorized Representative Review and Verification

Section 2. Employer or Authorized Representative Review and Verification <i>(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 "Lists of Acceptable Documents.")</i>					
1	Employee Info from Section 1	Last Name (Family Name) Washington	First Name (Given Name) George	M.I. A Citizenship/Immigration Status 1	
	List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
2	Document Title U.S. Passport Issuing Authority Department of State Document Number ABC1123456789 Expiration Date (if any)(mm/dd/yyyy) 01/01/2020		Document Title Issuing Authority Document Number Expiration Date (if any)(mm/dd/yyyy)		Document Title Issuing Authority Document Number Expiration Date (if any)(mm/dd/yyyy)
	Document Title Issuing Authority Document Number Expiration Date (if any)(mm/dd/yyyy)		Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space
3	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): <u>01/22/2017</u> (See instructions for exemptions)				
4	Signature of Employer or Authorized Representative Martha Jefferson	Today's Date(mm/dd/yyyy) 01/22/2017	Title of Employer or Authorized Representative HR Manager		
	Last Name of Employer or Authorized Representative Jefferson	First Name of Employer or Authorized Representative Martha	Employer's Business or Organization Name Bald Eagle Flags Inc.		
5	Employer's Business or Organization Address (Street Number and Name) 123 Bill of Rights Way		City or Town Charles City	State VA	ZIP Code 20002

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At the top of Section 2, enter the employee's last name, first name, and middle initial exactly as this information was entered in Section 1. Enter the number that correlates with the citizenship or immigration status box the employee selected in Section 1.

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Enter the document title(s), issuing authority, document number, and the expiration date from original documents supplied by the employee. You may use either common abbreviations for the document title or issuing authority, for example, "DL" for driver's license and "SSA" for Social Security Administration, or the suggestions in the form instructions.

The "Additional Information" space is for Form I-9 notes, such as:

- Notations that describe special circumstances such as employment authorization extensions for F-1 STEM OPT students, CAP-GAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and TPS, AC-21, 240-day, 180-day, and 120-day work authorization extensions, as required
- Information from additional documents that F-1 or J-1 nonimmigrant employees may present including the Student and Exchange Visitor (SEVIS) number and the program end date from Forms I-20, Certificate of Eligibility for Nonimmigrant Student Status, or DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, as required
- Employee termination dates and form retention dates
- E-Verify case verification number, which may also be entered in the margin or attached as a separate sheet per E-Verify requirements and your chosen business process
- Discrepancies that E-Verify employers must notate when participating in the IMAGE program
- Any other comments or notations necessary for the employer's business process

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Enter the first day of employment for wages or other remuneration (such as date of hire) in the space for “The employee’s first day of employment (mm/dd/yyyy).” Recruiters and referrers for a fee do not enter the employee’s first day of employment.

Staffing agencies may choose to use either the date an employee is assigned to their first job or the date the new employee is entered into the assignment pool as the first day of employment.



Employer or authorized representative attests to physically examining the documents provided by completing the Last Name, First Name, Employer’s Business or Organization Name fields and signing and dating the signature and date fields.



Enter the business’s street address, city or town, state and ZIP Code.

Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Employees who choose to present a receipt for reverification must present it by the date their employment authorization expires. Receipts are not acceptable if employment lasts less than three business days.

Table 1 shown below provides a list of acceptable receipts an employee can present. If an employee presents a receipt for the application to replace a lost, stolen or damaged document, the employee must present the replacement document to you within 90 days from the first day of work for pay, or in the case of reverification, within 90 days from the date the employee’s employment authorization expired. Enter the word “Receipt” followed by the title of the document in Section 2 under the list that relates to the receipt. When completing the form using a computer, scroll down in the appropriate list to select the receipt presented. See Table 1 below for more information.

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When your employee presents the original replacement document, cross out the word "Receipt," then enter the information from the new document into Section 2. Other receipts may be valid for longer or shorter periods. This includes the arrival portion of Form I-94/I-94A, Arrival Departure Record, containing a temporary I-551 stamp and a photograph of the individual. This receipt is valid until the expiration date of the temporary I-551 stamp or one year from the date of admission, if there is no expiration date.