

FORM I-9

The **Form I-9** has been a hallmark of employee onboarding since the eighties.

Updated earlier this year, the mandatory form is used to confirm an employee's eligibility to work in the U.S. If you've ever started a new job and were asked to bring documents to confirm your identity, like a passport or social security card, you've filled out an I-9.

The form is divided into two sections with two possible supplements, each with a distinct purpose, signer, and deadline.

Section 1 - Employee Information and Attestation

(Signed by employee, due on first day)

The first page of the form is completed by the employee on his or her first day at work. Individuals will be asked to disclose personal information including their legal name, home address, date of birth, social security number, and telephone number. They'll be asked to specify their citizenship or immigration status, and if applicable, alien registration number.

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: Employees 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. Employees cannot ask employers for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B. 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.)

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions.)

☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)

☐ 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 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.

Document Title 1 Issuing Authority Document Number (if any) Expiration Date (if any)

Document Title 2 (if any) 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)

Additional Information

Check here if you used an alternative procedure authorized by DHS to examine documents.

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.

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 re-verification or rehiring, complete **Supplement B, Re-verification and Rehiring** on Page 4.

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Section 2 - Employer Review and Verification

(Signed by employer, due by third day)

Employers must complete section 2 within three business days of the employee's start date. This part of the Form I-9 tasks HR with recording and examining a new hire's corroborating documents.

Permissible documents include a U.S. or foreign passport, driver's license, [Form I-94](#), social security card, and a wide variety of others. If the individual is a minor, they can even use their school report card. The thing to note is that only the right combination of documents will satisfy the form's requirements. For example, a U.S. passport can be used alone, but if employees provide their driver's license, they'll need to provide a supporting document, like their social security card or birth certificate. An outline of these requirements can be found on page four of the I-9, or on [the USCIS website](#).

Under anti-discrimination laws, it's important to note that employers cannot specify which documents an employee provides, so long as they meet the form's requirements. All documents must be unexpired and physically in your hands. No scans or photocopies allowed! If you're onboarding a new hire that's working in another office, keep in mind that you can ask an onsite employee to cover for you—or even use a third party, like a notary.

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

(Signed by any preparer and/or translator who assists an employee in completing Section 1)

The preparer and/or translator must enter the employee's name in the spaces provided at the top of Supplement A. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

Supplement B - Reverification and Rehire

(Signed by employer, only if the employee's authorization expires)

This supplement replaces Section 3 on the previous version of Form I-9.

If the employee's proof of work authorization or immigration status is due to expire, employers must revisit his or her Form I-9 and complete Supplement B. This part of the form is used for entering new document numbers (if applicable) and their updated expiration dates.

Enter the employee's name in the fields at the top of Supplement B. Use a new section for each new reverification or rehire.

As in Section 2, you'll need to physically handle the documents to confirm their authenticity.

The USCIS recommends completing Supplement B when an employee legally changes his or her name or is rehired within three years of the date that Form I-9, Employment Eligibility Verification, was originally completed.