How to Complete the Form I-9

Employment Eligibility Verification

I-9 Processor – Section 2 Instructions

Texas A&M Engineering

What is the purpose of the Form I-9?

“Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9.”

https://www.uscis.gov/i-9

How do I complete Section 2 of the Form I-9?

Section 1 of the Form I-9 needs to be completed by the employee on or before their hire date.

Section 2 of the Form I-9 needs to be completed within 3 business days of their hire date in order to maintain compliance with USCIS.

Sample Form I-9s are on pages 1-3.

***Please note that these are only samples. They do not dictate which documents the employee is required to present for Section 2.***

For detailed instructions on how to complete Section 2 the Form I-9, please refer to pages 38-43.

What documents can the employee present to verify Employment Eligibility?

Please see the List of Acceptable documents on page 48.

Please contact Cathleen Karr Simons at ckarr17@exchange.tamu.edu with any additional questions.
Inbox

Review Form I-9  Cathleen Simons

7 minute(s) ago - Due 04/28/2018; Effective 04/27/2018

Note  Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not

Employment Eligibility Verification

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

USCIS Form I-9

OMB No. 1615-0047
Expires 08/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during comp:

Form I-9 Instructions.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may pre

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)  Simons  First Name (Given Name)  Cathleen  Middle Initial  M  Other Last Names Used (if any)  Karr

Address (Street Number and Name)  7607 Eastmark Dr.  Apt. Number  N/A  City or Town  College Station  State  TX  ZIP Code  77840

Date of Birth  10/24/1994  U.S. Social Security Number  000-00-0000  Employee's E-mail Address  ckarr17@exchange.tamu.edu  Employee’s Teleph

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 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 the expiration date field. (See instructions)
1. Alien Registration Number/USCIS Number:  

OR

2. Form I-94 Admission Number:  

OR

3. Foreign Passport Number:  

Country of Issuance: (empty)

Signature of Employee

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.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ✗  Today's Date  04/27/2018

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator.

☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

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.

I Agree ✗

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)  City or Town  State  ZIP Code

Section 2. Employer or Authorized Representative Review and Verification

(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 present the employee to review documents listed on the "Lists of Acceptable Documents").

List A
Complete Form I-9: Cathleen Simons
7 minute(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed
6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
6 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
6 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
6 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang
8 day(s) ago - Due 04/21/2018

Other Onboarding Procedures: Start Additional Job: Ganesh Praneeth Arcot
8 day(s) ago - Effective 04/02/2018
Complete Form I-9: Cathleen Simons
7 minute(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed
6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
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Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
6 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Certificate: 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) a employee is authorized to work in the United States.

The employee’s first day of employment: 05 / 04 / 2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree
Title of Employer or Authorized Representative: Human Resources Specialist III
Last Name of Employer or Authorized Representative: Portales
First Name of Employer or Authorized Representative: Pat
Employer’s Business or Organization Name: Texas A&M Engineering
Employer’s Business or Organization Address (Street Number or Name): Engr. Budget Payroll
City or Town: College Station
ZIP Code: 77843-3132

Overdue Reason: (empty)

Overdue Reason Other

Attachments
US Passport.jpg

Upload
Inbox

Review Form I-9 Cathleen Simons

25 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Note: Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not.

Employment Eligibility Verification

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

USCIS Form I-9

OMB No. 1615-0047
Expires 08/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during complete Form I-9 Instructions.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present because the documentation presented has a future expiration date may also constitute illegal discrimination.

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) Simons  First Name (Given Name) Cathleen  Middle Initial M  Other Last Names Used (if any) Karr

Address (Street Number and Name) 7607 Eastmark Dr.  Apt. Number N/A  City or Town College Station  State TX  ZIP Code 77840

Date of Birth 10/24/1994  U.S. Social Security Number 000-00-0000

Employee’s E-mail Address ckarr17@exchange.tamu.edu  Employee’s Telephone

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ A citizen of the United States

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

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): 000000318

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write “N/A” in the expiration date field. (See instructions)
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed 25 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed 6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
6 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
6 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
6 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang
8 day(s) ago - Due 04/21/2018

Other Onboarding Procedures: Start Additional Viewing: Viewing: All

---

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance: (empty)

Signature of Employee

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.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ✗ ☐ Today's Date 04/27/2018

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator.

☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

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.

I Agree ☐

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name) City or Town State ZIP Code

Section 2. Employer or Authorized Representative Review and Verification

(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 document from List C as listed on the "Lists of Acceptable Documents.")

List A

---

7 EHR 5/2018
<table>
<thead>
<tr>
<th>Document Title</th>
<th>Select Issuing Authority</th>
<th>Document Number</th>
<th>Expiration Date (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Resident Card (Form I-551)</td>
<td>U.S. Citizenship and Immigration Service</td>
<td>LIN0000000319</td>
<td>05 / 10 / 2018</td>
</tr>
</tbody>
</table>

Document presented is a receipt

OR

List B

Identity

Document presented is a receipt

AND

List C

Employment Authorization
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed
25 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed
6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
6 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
6 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
6 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Certificate: 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) a employee is authorized to work in the United States.

The employee’s first day of employment: 05/04/2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree
Title of Employer or Authorized Representative

Human Resources Specialist III

Last Name of Employer or Authorized Representative
Portales

First Name of Employer or Authorized Representative
Pat

Employer’s Business or Organization Name
Texas A&M Engineering

Employer’s Business or Organization Address (Street Number or Name)
Engr. Budget Payroll

City or Town
College Station

ZIP Code
77843-3132

Overdue Reason (empty)

Overdue Reason Other

Attachments

New PR Card.jpg

Upload
Review Form I-9  Cathleen Simons

19 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Note  Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not completed.

Employment Eligibility Verification

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

USCIS Form I-9

OMB No. 1615-0047
Expires 08/31/2019

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Form I-9 Instructions.

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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) ★ Simons  First Name (Given Name) ★ Cathleen  Middle Initial M  Other Last Names Used (if any)  Karr

Address (Street Number and Name) ★ 7607 Eastmark Dr.  Apt. Number N/A  City or Town ★ College Station  State ★ TX  ZIP Code ★ 77840

Date of Birth ★ 10/24/1994  U.S. Social Security Number  Employee’s E-mail Address ckarr17@exchange.tamu.edu  Employee’s Telephone No.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 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 the expiration date field. (See instructions)
1. Alien Registration Number/USCIS Number: 000000811

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:
   Country of Issuance: (empty)

Signature of Employee

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.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ☐ ☑ Today's Date 04/27/2018

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator.

☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

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.

I Agree ☐ ☑

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name) City or Town State ZIP Code

Section 2. Employer or Authorized Representative Review and Verification

(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 possess or check each document from List C as listed on the "Lists of Acceptable Documents.")

List A
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed
19 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed
6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
7 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
7 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
7 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang
8 day(s) ago - Due 04/21/2018

Other Onboarding Procedures: Start Additional Job: Ganesh Praneeth Arcot
8 day(s) ago - Effective 04/02/2018

Hire: Xiaofei Zhao - E90359 Graduate Assistant - Research
12 day(s) ago - Due 04/15/2018; Effective 06/01/2018

Passports and Visa Change: Woohyun Cho
13 day(s) ago - Due 04/16/2018

Edit Position Restrictions: IT Manager II
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed 19 second(s) ago - Due 04/28/2018; Effective 04/27/2018
Terminate: Komalhiteshkuma Koya 6 day(s) ago - Due 04/22/2018; Effective 05/10/2018
Create Position: Research Engineering Associate III Requires your attention as information has been changed 6 day(s) ago - Due 04/22/2018; Effective 05/01/2018
Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben) 7 day(s) ago - Due 04/21/2018; Effective 04/08/2018
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Hire: Jacob Kolman - P-58621 Research Engineering Associate IV 7 day(s) ago - Due 05/04/2018; Effective 04/06/2018
Edit Position Restrictions: Postdoc (Burns) 7 day(s) ago - Due 04/24/2018; Effective 04/20/2018
Passports and Visa Change: Wei-Liang Chuang 8 day(s) ago - Due 04/21/2018
Other Onboarding Procedures: Start Additional Job: Ganesh Praneeth Arcot 8 day(s) ago - Effective 04/02/2018
Hire: Xiaofei Zhao - E90359 Graduate Assistant - Research 12 day(s) ago - Due 04/15/2018; Effective 06/01/2018

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) a employee is authorized to work in the United States.

The employee's first day of employment: 05 / 04 / 2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree Title of Employer or Authorized Representative Human Resources Specialist III
Last Name of Employer or Authorized Representative Portales First Name of Employer or Authorized Representative Pat
Employer's Business or Organization Name Texas A&M Engineering
Employer's Business or Organization Address (Street Number or Name) Engr. Budget Payroll City or Town College Station
ZIP Code 77843-3132

Overdue Reason (empty)

Attachments
New EAD Card.jpg

Upload
Workday Error - EAD card not used in Section 1, but used for Section 2.

Section 2. Employer or Authorized Representative Review and Verification

(Employer 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 “List of Acceptable Documents.”)

List A

<table>
<thead>
<tr>
<th>Document Presented is a Receipt</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Employment Authorization Document (Form I-766)</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Verify will not accept a Foreign Passport in Section 1 in combination with an EAD in Section 2. E-Verify requires an Alien Number when an EAD is entered in Section 3.</td>
</tr>
<tr>
<td>Select Issuing Authority</td>
<td>U.S. Citizenship and Immigration Service</td>
</tr>
</tbody>
</table>
Inbox

Review Form I-9  Cathleen Simons

17 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Note  Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not

Employment Eligibility Verification

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Last Name (Family Name)  Simons  First Name (Given Name)  Cathleen  Middle Initial  M  Other Last Names Used (if any)  Karr

Address (Street Number and Name)  7607 Eastmark Dr.  Apt. Number  N/A  City or Town  College Station  State  TX  ZIP Code  77840

Date of Birth  10/24/1994  U.S. Social Security Number  Employee's E-mail Address  ckarr17@exchange.tamu.edu  Employee's Telephone N.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 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) 05/31/2021  N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)
1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number: A123001179

Country of Issuance: United States of America

Signature of Employee

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.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ✅ Today’s Date 04/27/2018

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator.

☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

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Signature of Preparer or Translator

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.

I Agree ✅

Last Name (Family Name)       First Name (Given Name)

Address (Street Number and Name)       City or Town       State       ZIP Code

Section 2. Employer or Authorized Representative Review and Verification

(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 document from List C as listed on the “Lists of Acceptable Documents.”)

List A
Document Title: Foreign Passport
Select Issuing Authority: United States of America
Document Number: A123001179
Expiration Date (if any): 12/20/2024

Document Title: U.S. Arrival/Departure Card (Form I-94 or I-94A) with foreign passport
Select Issuing Authority: U.S. Customs and Border Protection
Document Number: 51415565885
Expiration Date (if any): D/S

Document presented is a receipt

Document Title: Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students (Form I-20)
Select Issuing Authority: Department of Homeland Security
Document Number: N000470552
Expiration Date (if any): 05/31/2021

OR
List B
Identity

Document presented is a receipt

Document Title
Select Issuing Authority
Enter Issuing Authority
Select None of the above

Document Number
Expiration Date (if any): MM/DD/YYYY

AND
List C

Employment Authorization
Foreign Passport
United States of America
A123001179
12/20/2024
U.S. Arrival/Departure Card (Form I-94 or I-94A) with foreign passport
51415565885
D/S
Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students (Form I-20)
N000470552
05/31/2021

Passports and Visa Change: Wei-Liang Chuang
8 day(s) ago - Due 04/21/2018
Other Onboarding Procedures: Start Additional Job: Ganesh Praneeth Arcot
8 day(s) ago - Effective 04/02/2018
Hire: Xiaofei Zhao - E90359 Graduate Assistant - Research
12 day(s) ago - Due 04/15/2018; Effective 06/01/2018
Passports and Visa Change: Woohyun Cho
13 day(s) ago - Due 04/16/2018
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed 17 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya 6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III Requires your attention as information has been changed 6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben) 6 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut 7 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV 7 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns) 7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang 8 day(s) ago - Due 04/21/2018

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Hire: Xiaofei Zhao - E90359 Graduate Assistant - Research /2018

Document presented is a receipt

Document Title

Document Number

Expiration Date (if any)

Additional Information

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) a employee is authorized to work in the United States.

The employee's first day of employment: 05 / 04 / 2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree

Title of Employer or Authorized Representative

Human Resources Specialist III

Last Name of Employer or Authorized Representative

Portales

First Name of Employer or Authorized Representative

Pat

Employer's Business or Organization Name

Texas A&M Engineering

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

Engr. Budget Payroll

City or Town

College Station

ZIP Code

77843-3132

Overdue Reason

(empty)

Overdue Reason Other

Attachments

 Upload
Most Recent I-94

**Admission (I-94) Record Number:** 51415566885

**Most Recent Date of Entry:** 2017 July 25

**Class of Admission:** F1

**Admit Until Date:** D/S

Details provided on the I-94 Information form:

- **Last/Surname:** [Redacted]
- **First (Given) Name:** [Redacted]
- **Birth Date:** [Redacted]
- **Passport Number:** [Redacted]
- **Country of Issuance:** China
Department of Homeland Security
U.S. Immigration and Customs Enforcement

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME
John Doe-Smith

GIVEN NAME
John

CLASS
F-1

ACADEMIC AND LANGUAGE

SCHOOL NAME
SEVC School for Advanced SEVIS Studies

SCHOOL ADDRESS
9052 Nancy Lane, MC 2744

PROGRAM OF STUDY

EDUCATION LEVEL
SOCIAL CODE
Economics, General 15.0801

NORMAL PROGRAM LENGTH
12 months

PROGRAM START DATE
31 December 2015

FINANCIALS

ESTIMATED AVERAGE COSTS FOR 9 MONTHS

 Tuition and Fees $23,000
 Living Expenses $6,500
 Expenses of Dependents (if) $3,500
 TOTAL $32,500

STUDENT'S FUNDING FOR 9 MONTHS

 Personal Funds $3,000
 Scholarship and Teaching Assistantship $20,000
 Funds From Another Source $0
 TOTAL $23,000

REMARKS

Orientation begins 8/15/2015. Please report to ISSO upon arrival.

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(6). I am a designated school official of the above named school and am authorized to issue this form.

X
DATE ISSUED
21 April 2015

SIGNATURE OF: Brinton Robertson, ISSO
PLACED ISSUED

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X

SIGNATURE OF: John Doe-Smith

NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or province/country)

ICE Form I-20 A-B (12/2016)
Review Form I-9  Cathleen Simons

20 second(s) ago - Due 04/28/2018; Effective 04/27/2018

**Note**  Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not completed.

**Employment Eligibility Verification**
Department of Homeland Security, U.S. Citizenship and Immigration Services

OMB No. 1615-0047
Expires 08/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion.

**Form I-9 Instructions.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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)**  Simons  
- **First Name (Given Name)**  Cathleen  
- **Middle Initial**  M  
- **Other Last Names Used (if any)**  Karr

- **Address (Street Number and Name)**  7607 Eastmark Dr.  
- **Apt. Number**  N/A  
- **City or Town**  College Station  
- **State**  TX  
- **ZIP Code**  77840

- **Date of Birth**  10/24/1994  
- **U.S. Social Security Number**  
- **Employee's E-mail Address**  ckarr17@exchange.tamu.edu  
- **Employee's Telephone Number**

I attest, under penalty of perjury, that I am (check one of the following boxes):

- **A citizen of the United States**
- **A noncitizen national of the United States (See instructions)**
- **A lawful permanent resident (Alien Registration Number/USCIS Number):**  05/20/2019  
- **An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)**  

Some aliens may write "N/A" in the expiration date field. (See instructions)
1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:  A123001179
   Country of Issuance:  * United States of America

Signature of Employee

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. By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree  ☐ Today's Date  04/27/2018

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator.

☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many?  0

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

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 corri

I Agree  ☐

Last Name (Family Name)  First Name (Given Name)
Address (Street Number and Name)  City or Town  State  ZIP Code

Section 2. Employer or Authorized Representative Review and Verification

(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 physical document from List C as listed on the "Lists of Acceptable Documents." )

List A
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed
20 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed
6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
7 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
7 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
7 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang
8 day(s) ago - Due 04/21/2018

Other Onboarding Procedures: Start Additional Job: Ganesh Praneeth Arcot
8 day(s) ago - Effective 04/02/2018

Hire: Xiaofei Zhao - E90359 Graduate Assistant - Research
12 day(s) ago - Due 04/15/2018; Effective 06/01/2018

---

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

Foreign Passport
United States of America
A123001179
10/24/2024

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

U.S. Arrival/Departure Card (Form I-94 or I-94A) with foreign passport
U.S. Customs and Border Protection
12300117999
D/S

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

Certificate of Eligibility for Exchange Visitor (J-1) (Form DS-2019)
U.S. Department of State
N000123001179
05/20/2019

Document presented is a receipt

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

Certificate of Eligibility for Exchange Visitor (J-1) (Form DS-2019)
U.S. Department of State
N000123001179
05/20/2019

Document presented is a receipt

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

Certificate of Eligibility for Exchange Visitor (J-1) (Form DS-2019)
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Select Issuing Authority
Document Number
Expiration Date (if any)

Certificate of Eligibility for Exchange Visitor (J-1) (Form DS-2019)
U.S. Department of State
N000123001179
05/20/2019

Document presented is a receipt
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed 20 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed 6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
7 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
7 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
7 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang
8 day(s) ago - Due 04/21/2018

Other Onboarding Procedures: Start Additional Job: Ganesh Praneeth Arcot
8 day(s) ago - Effective 04/02/2018

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) a employee is authorized to work in the United States.

The employee's first day of employment: 05 / 04 / 2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ☐ Title of Employer or Authorized Representative ☐ Human Resources Specialist III

Last Name of Employer or Authorized Representative ☐ Portales First Name of Employer or Authorized Representative ☐ Pat

Employer's Business or Organization Name ☐ Texas A&M Engineering

Employer's Business or Organization Address (Street Number or Name) ☐ Engr. Budget Payroll City or Town ☐ College Station

ZIP Code ☐ 77843-3132

Overdue Reason (empty)

Overdue Reason Other

Attachments

Document presented is a receipt
Most Recent I-94

Admission (I-94) Record Number: 51415665885
Most Recent Date of Entry: 2017 July 25
Class of Admission: D/S
Admit Until Date: D/S
Details provided on the I-94 Information form:

Last/Surname: [Redacted]
First (Given) Name: [Redacted]
Birth Date: [Redacted]
Passport Number: [Redacted]
Country of Issuance: China
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

1. Full or Legal Name: [Name]
2. Given Name: [Given Name]
3. Gender: [Gender]
4. Date of Birth (dd/mm/yyyy): [Date]
5. City of Birth: [City]
6. Country of Birth: [Country]
7. Citizenship Code: [Code]
8. Citizenship Country: [Country]

Primary Site of Activity: [Central Connecticut State University, CT 1615 Stanley St, New Britain, CT 06056-2419]

Program Sponsor: [Central Connecticut State University]
Program Number: [P-1-04603]

Participating Program Field Description: [Field Description]

Purpose of This Form:

3. Program Category:
   - Program Start Date: [Date]
   - Program End Date: [Date]

4. Exchange Visitor Category:
   - Subject/Field Code: [Code]
   - Subject/Field Code Name: [Name]

5. Stipends and/or compensation:
   - Stipend Amount(s): [Amount]
   - Stipend Type(s): [Type]
   - Compensation Amount(s): [Amount]
   - Compensation Type(s): [Type]

6. U.S. DEPARTMENT OF STATE / DEPARTMENT OF EDUCATION CERTIFICATION BY RESPONSIBLE OFFICE OR ALTERNATIVE RESPONSIBLE OFFICER:
   - Notification of Certification: Yes/No
   - Certification Date: [Date]

7. Olumwagbin Ayeni
   - Name of Official Signing Form:
   - Central Connecticut State University
   - New Britain, CT 06056-2419

Responsible Officer:
   - Title: [Title]
   - Phone: [Phone]
   - Date (mm/dd/yyyy): [Date]

Signed of Responsible Officer:
   - Signature: [Signature]

TRAVEL VALIDATION BY RESPONSIBLE OFFICER
   - Date (mm/dd/yyyy): [Date]

Signature of Responsible Officer:
   - Signature: [Signature]

EXCHANGE VISITOR CERTIFICATION:
   - Signature of Applicant: [Signature]
   - Place: [Place]
   - Date (mm/dd/yyyy): [Date]

Page 1 of 2
EHR 5/2018
Inbox

Review Form I-9  Cathleen Simons

23 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Note  Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not completed.

Employment Eligibility Verification

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

USCIS Form I-9

OMB No. 1615-0047
Expires 08/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form.

Form I-9 Instructions.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present because the documentation presented has a future expiration date may also constitute illegal discrimination.

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)  Simons  First Name (Given Name)  Cathleen  Middle Initial  M  Other Last Names Used (if any)  Karr

Address (Street Number and Name)  7607 Eastmark Dr.  Apt. Number  N/A  City or Town  College Station  State  TX  ZIP Code  77840

Date of Birth  10/24/1994

U.S. Social Security Number  Employee’s E-mail Address  ckarr17@exchange.tamu.edu  Employee’s Telephone No.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ A citizen of the United States

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

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): 05/20/2018

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write “N/A” in the expiration date field. (See instructions)
1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number: 12300117999

OR

3. Foreign Passport Number:

Country of Issuance: (empty)

Signature of Employee

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.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree  ☑   Today’s Date  04/27/2018

Preparer and/or Translator Certification (check one):

☑️ I did not use a preparer or translator.

☐️ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

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.

I Agree

Last Name (Family Name)    First Name (Given Name)

Address (Street Number and Name)    City or Town    State    ZIP Code

Section 2. Employer or Authorized Representative Review and Verification

(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 physical document from List C as listed on the “Lists of Acceptable Documents.”)

List A
Complete Form I-9: Cathleen Simons
Requires your attention as information has been changed
23 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed
6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
7 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut
7 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
7 day(s) ago - Due 05/04/2018; Effective 04/06/2018

Edit Position Restrictions: Postdoc (Burns)
7 day(s) ago - Due 04/24/2018; Effective 04/20/2018

Passports and Visa Change: Wei-Liang Chuang

---

**Document Title**: Foreign Passport
**Select Issuing Authority**: United States of America
**Document Number**: A123001179
**Expiration Date (if any)**: 10/24/2024

---

**Document Title**: U.S. Arrival/Departure Card (Form I-94 or I-94A) with foreign passport
**Select Issuing Authority**: U.S. Customs and Border Protection
**Document Number**: 12300117999
**Expiration Date (if any)**: 05/20/2018

---

[Form I-94 or I-94A with foreign passport]

---

**Document presented is a receipt**: 

---

**Document Title**

---

**Select Issuing Authority**

---

**Document Number**

---

**Expiration Date (if any)**

---

OR

---

**List B**

**Identity**

---

**Document presented is a receipt**: 

---

**Document Title**

---

**Select Issuing Authority**

---

**Document Number**

---

**Expiration Date (if any)**

---

AND

---

**List C**

**Employment Authorization**
Complete Form I-9: Cathleen Simons

Requires your attention as information has been changed 23 second(s) ago - Due 04/28/2018; Effective 04/27/2018

Terminate: Komalhiteshkuma Koya
6 day(s) ago - Due 04/22/2018; Effective 05/10/2018

Create Position: Research Engineering Associate III
Requires your attention as information has been changed 6 day(s) ago - Due 04/22/2018; Effective 05/01/2018

Move Workers (Staffing): 02132142 Engineering It Group Adloc (Mitchell Wittneben)
7 day(s) ago - Due 04/21/2018; Effective 04/08/2018

Update Glacier or Foreign National Payroll Tax System: Personal Information Change: Basak Abut 7 day(s) ago

Hire: Jacob Kolman - P-58621 Research Engineering Associate IV
7 day(s) ago - Due 05/04/2018; Effective 04/06/2018

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) a employee is authorized to work in the United States.

The employee’s first day of employment: 05/04/2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ✜ Title of Employer or Authorized Representative ✜ Human Resources Specialist III

Last Name of Employer or Authorized Representative ✜ Portales First Name of Employer or Authorized Representative ✜ Pat

Employer’s Business or Organization Name ✜ Texas A&M Engineering

Employer’s Business or Organization Address (Street Number or Name) ✜ Engr. Budget Payroll City or Town ✜ College Station

ZIP Code ✜ 77843-3132

Overdue Reason (empty)

Attachments

Select Issuing Authority

Enter Issuing Authority

None of the above
Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers CANNOT specify which document(s) the employee may present to establish employment authorization and identity. The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Documents, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Immigrant and Employee Rights Section (IER) in the Department of Justice's Civil Rights Division at 1-800-255-7688 (employees), 1-800-555-8155 (employers), or i-800-237-2515 (TTY), or visit https://www.justice.gov/crt/immigrant-and-employee-rights-section.

What is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

General Instructions

Both employers and employees are responsible for completing their respective sections of Form I-9. For the purpose of completing this form, the term “employer” means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors, as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act, Public Law 97-470 (29 U.S.C. 1802). An “employee” is a person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term “Employee” does not include those who do not receive any form of remuneration (volunteers), independent contractors or those engaged in certain casual domestic employment. Form I-9 has three sections. Employees complete Section 1. Employers complete Section 2 and, when applicable, Section 3. Employers may be fined if the form is not properly completed. See 8 USC § 1324a and 8 CFR § 274a.10. Individuals may be prosecuted for knowingly and willfully entering false information on the form. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

These instructions will assist you in properly completing Form I-9. The employer must ensure that all pages of the instructions and Lists of Acceptable Documents are available, either in print or electronically, to all employees completing this form. When completing the form on a computer, the English version of the form includes specific instructions for each field and drop-down lists for universally used abbreviations and acceptable documents. To access these instructions, move the cursor over each field or click on the question mark symbol (③) within the field. Employers and employees can also access this full set of instructions at any time by clicking the Instructions button at the top of each page when completing the form on a computer that is connected to the Internet.

Employers and employees may choose to complete any or all sections of the form on paper or using a computer, or a combination of both. Forms I-9 obtained from the USCIS website are not considered electronic Forms I-9 under DHS regulations and, therefore, cannot be electronically signed. Therefore, regardless of the method you used to enter information into each field, you must print a hard copy of the form, then sign and date the hard copy by hand where required.

Employers can obtain a blank copy of Form I-9 from the USCIS website at https://www.uscis.gov/sites/default/files/files/form/i-9.pdf. This form is in portable document format (.pdf) that is fillable and savable. That means that you can download it, or simply print out a blank copy to enter information by hand. You may also request paper Forms I-9 from USCIS.

Certain features of Form I-9 that allow for data entry on personal computers may make the form appear to be more than two pages. When using a computer, Form I-9 has been designed to print as two pages. Using more than one preparer and/or translator will add an additional page to the form, regardless of your method of completion. You are not required to print, retain or store the page containing the Lists of Acceptable Documents.
The form will also populate certain fields with N/A when certain user choices ensure that particular fields will not be completed. The Print button located at the top of each page that will print any number of pages the user selects. Also, the Start button located at the top of each page will clear all the fields on the form.

The Spanish version of Form I-9 does not include the additional instructions and drop-down lists described above. Employers in Puerto Rico may use either the Spanish or English version of the form. Employers outside of Puerto Rico must retain the English version of the form for their records, but may use the Spanish form as a translation tool. Additional guidance to complete the form may be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274) and on USCIS’ Form I-9 website, I-9 Central.

**Completing Section 1: Employee Information and Attestation**

You, the employee, must complete each field in Section 1 as described below. Newly hired employees must complete and sign Section 1 no later than the first day of employment. Section 1 should never be completed before you have accepted a job offer.

**Entering Your Employee Information**

**Last Name (Family Name):** Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the Last Name field. **Examples of correctly entered last names include De La Cruz, O’Neill, Garcia Lopez, Smith-Johnson, Nguyen.** If you only have one name, enter it in this field, then enter “Unknown” in the First Name field. You may not enter “Unknown” in both the Last Name field and the First Name field.

**First Name (Given Name):** Enter your full legal first name. Your first name is your given name. **Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D’Shaun, Mai.** If you only have one name, enter it in the Last Name field, then enter “Unknown” in this field. You may not enter “Unknown” in both the First Name field and the Last Name field.

**Middle Initial:** Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any. If you have more than one middle name, enter the first letter of your first middle name. If you do not have a middle name, enter N/A in this field.

**Other Last Names Used:** Provide all other last names used, if any (e.g., maiden name). Enter N/A if you have not used other last names. For example, if you legally changed your last name from Smith to Jones, you should enter the name Smith in this field.

**Address (Street Name and Number):** Enter the street name and number of the current address of your residence. If you are a border commuter from Canada or Mexico, you may enter your Canada or Mexico address in this field. If your residence does not have a physical address, enter a description of the location of your residence, such as “3 miles southwest of Anytown post office near water tower.”

**Apartment:** Enter the number(s) or letter(s) that identify(ies) your apartment. If you do not live in an apartment, enter N/A.

**City or Town:** Enter your city, town or village in this field. If your residence is not located in a city, town or village, enter your county, township, reservation, etc., in this field. If you are a border commuter from Canada, enter your city and province in this field. If you are a border commuter from Mexico, enter your city and state in this field.

**State:** Enter the abbreviation of your state or territory in this field. If you are a border commuter from Canada or Mexico, enter your country abbreviation in this field.

**ZIP Code:** Enter your 5-digit ZIP code. If you are a border commuter from Canada or Mexico, enter your 5- or 6-digit postal code in this field.

**Date of Birth:** Enter your date of birth as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 1980 as 01/08/1980.

**U.S. Social Security Number:** Providing your 9-digit Social Security number is voluntary on Form I-9 unless your employer participates in E-Verify. If your employer participates in E-Verify and:

1. You have been issued a Social Security number, you must provide it in this field; or
2. You have applied for, but have not yet received a Social Security number, leave this field blank until you receive a Social Security number.
Employee’s E-mail Address (Optional): Providing your e-mail address is optional on Form I-9, but the field cannot be left blank. To enter your e-mail address, use this format: name@site.domain. One reason Department of Homeland Security (DHS) may e-mail you is if your employer uses E-Verify and DHS learns of a potential mismatch between the information provided and the information in government records. This e-mail would contain information on how to begin to resolve the potential mismatch. You may use either your personal or work e-mail address in this field. Enter N/A if you do not enter your e-mail address.

Employee’s Telephone Number (Optional): Providing your telephone number is optional on Form I-9, but the field cannot be left blank. If you enter your area code and telephone number, use this format: 000-000-000. Enter N/A if you do not enter your telephone number.

**Attesting to Your Citizenship or Immigration Status**

You must select one box to attest to your citizenship or immigration status.

1. **A citizen of the United States.**

2. **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.

3. **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.

   If you select “lawful permanent resident,” enter your 7- to 9-digit Alien Registration Number (A-Number), including the “A,” or USCIS Number in the space provided. When completing this field using a computer, use the dropdown provided to indicate whether you have entered an Alien Number or a USCIS Number. At this time, the USCIS Number is the same as the A-Number without the “A” prefix.

4. **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.

   If you select this box, enter the date that your employment authorization expires, if any, in the space provided. In most cases, your employment authorization expiration date is found on the document(s) evidencing your employment authorization. Refugees, asylees and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other aliens whose employment authorization does not have an expiration date should enter N/A in the Expiration Date field. In some cases, such as if you have Temporary Protected Status, your employment authorization may have been automatically extended; in these cases, you should enter the expiration date of the automatic extension in this space.

   Aliens authorized to work must enter one of the following to complete Section 1:
   1. Alien Registration Number (A-Number)/USCIS Number; or
   2. Form I-94 Admission Number; or
   3. Foreign Passport Number and the Country of Issuance

   Your employer may not ask you to present the document from which you supplied this information.

**Alien Registration Number/USCIS Number:** Enter your 7- to 9-digit Alien Registration Number (A-Number), including the “A,” or your USCIS Number in this field. At this time, the USCIS Number is the same as your A-Number without the “A” prefix. When completing this field using a computer, use the dropdown provided to indicate whether you have entered an Alien Number or a USCIS Number. If you do not provide an A-Number or USCIS Number, enter N/A in this field then enter either a Form I-94 Admission Number, or a Foreign Passport and Country of Issuance in the fields provided.

**Form I-94 Admission Number:** Enter your 11-digit I-94 Admission Number in this field. If you do not provide an I-94 Admission Number, enter N/A in this field, then enter either an Alien Registration Number/USCIS Number or a Foreign Passport Number and Country of Issuance in the fields provided.

**Foreign Passport Number:** Enter your Foreign Passport Number in this field. If you do not provide a Foreign Passport Number, enter N/A in this field, then enter either an Alien Number/USCIS Number or a I-94 Admission Number in the fields provided.

**Country of Issuance:** If you entered your Foreign Passport Number, enter your Foreign Passport’s Country of Issuance. If you did not enter your Foreign Passport Number, enter N/A.
Signature of Employee: After completing Section 1, sign your name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. By signing this form, you attest under penalty of perjury (28 U.S.C. § 1746) that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. Further, falsely attesting to U.S. citizenship may subject employees to penalties, removal proceedings and may adversely affect an employee's ability to seek future immigration benefits. If you cannot sign your name, you may place a mark in this field to indicate your signature. Employees who use a preparer or translator to help them complete the form must still sign or place a mark in the Signature of Employee field on the printed form.

If you used a preparer, translator, and other individual to assist you in completing Form I-9:

- Both you and your preparer(s) and/or translator(s) must complete the appropriate areas of Section 1, and then sign Section 1. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to sign these fields. You and your preparer(s) and/or translator(s) also should review the instructions for Completing the Preparer and/or Translator Certification below.

- If the employee is a minor (individual under 18) who cannot present an identity document, the employee's parent or legal guardian can complete Section 1 for the employee and enter “minor under age 18” in the signature field. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to enter this information. The minor's parent or legal guardian should review the instructions for Completing the Preparer and/or Translator Certification below. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on completion of Form I-9 for minors. If the minor's employer participates in E-Verify, the employee must present a list B identity document with a photograph to complete Form I-9.

- If the employee is a person with a disability (who is placed in employment by a nonprofit organization, association or as part of a rehabilitation program) who cannot present an identity document, the employee's parent, legal guardian or a representative of the nonprofit organization, association or rehabilitation program can complete Section 1 for the employee and enter “Special Placement” in this field. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to enter this information. The parent, legal guardian or representative of the nonprofit organization, association or rehabilitation program completing Section 1 for the employee should review the instructions for Completing the Preparer and/or Translator Certification below. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on completion of Form I-9 for certain employees with disabilities.

Today's Date: Enter the date you signed Section 1 in this field. Do not backdate this field. Enter the date as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014. A preparer or translator who assists the employee in completing Section 1 may enter the date the employee signed or made a mark to sign Section 1 in this field. Parents or legal guardians assisting minors (individuals under age 18) and parents, legal guardians or representatives of a nonprofit organization, association or rehabilitation program assisting certain employees with disabilities must enter the date they completed Section 1 for the employee.

Completing the Preparer and/or Translator Certification

If you did not use a preparer or translator to assist you in completing Section 1, you, the employee, must check the box marked I did not use a Preparer or Translator. If you check this box, leave the rest of the fields in this area blank.

If one or more preparers and/or translators assist the employee in completing the form using a computer, the preparer and/or translator must check the box marked “A preparer(s) and/or translator(s) assisted the employee in completing Section 1”, then select the number of Certification areas needed from the dropdown provided. Any additional Certification areas generated will result in an additional page. Form I-9 Supplement. Section 1 Preparer and/or Translator Certification can be separately downloaded from the USCIS Form I-9 webpage, which provides additional Certification areas for those completing Form I-9 using a computer who need more Certification areas than the 5 provided or those who are completing Form I-9 on paper. The first preparer and/or translator must complete all the fields in the Certification area on the same page the employee has signed. There is no limit to the number of preparers and/or translators an employee can use, but each additional preparer and/or translator must complete and sign a separate Certification area. Ensure the employee's last name, first name and middle initial are entered at the top of any additional pages. The employer must ensure that any additional pages are retained with the employee's completed Form I-9.
Signature of Preparer or Translator: Any person who helped to prepare or translate Section 1 of Form I-9 must sign his or her name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. The Preparer and/or Translator Certification must also be completed if “Individual under Age 18” or “Special Placement” is entered in lieu of the employee’s signature in Section 1.

Today's Date: The person who signs the Preparer and/or Translator Certification must enter the date he or she signs in this field on the printed form. Do not backdate this field. Enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

Last Name (Family Name): Enter the full legal last name of the person who helped the employee in preparing or translating Section 1 in this field. The last name is also the family name or surname. If the preparer or translator has two last names or a hyphenated last name, include both names in this field.

First Name (Given Name): Enter the full legal first name of the person who helped the employee in preparing or translating Section 1 in this field. The first name is also the given name.

Address (Street Name and Number): Enter the street name and number of the current address of the residence of the person who helped the employee in preparing or translating Section 1 in this field. Addresses for residences in Canada or Mexico may be entered in this field. If the residence does not have a physical address, enter a description of the location of the residence, such as “3 miles southwest of Anytown post office near water tower.” If the residence is an apartment, enter the apartment number in this field.

City or Town: Enter the city, town or village of the residence of the person who helped the employee in preparing or translating Section 1 in this field. If the residence is not located in a city, town or village, enter the name of the county, township, reservation, etc., in this field. If the residence is in Canada, enter the city and province in this field. If the residence is in Mexico, enter the city and state in this field.

State: Enter the abbreviation of the state, territory or country of the preparer or translator’s residence in this field.

ZIP Code: Enter the 5-digit ZIP code of the residence of the person who helped the employee in preparing or translating Section 1 in this field. If the preparer or translator’s residence is in Canada or Mexico, enter the 5- or 6-digit postal code.

Presenting Form I-9 Documents

Within 3 business days of starting work for pay, you must present to your employer documentation that establishes your identity and employment authorization. For example, if you begin employment on Monday, you must present documentation on or before Thursday of that week. However, if you were hired to work for less than 3 business days, you must present documentation no later than the first day of employment.

Choose which unexpired document(s) to present to your employer from the Lists of Acceptable Documents. An employer cannot specify which document(s) you may present from the Lists of Acceptable Documents. You may present either one selection from List A or a combination of one selection from List B and one selection from List C. Some List A documents, which show both identity and employment authorization, are combination documents that must be presented together to be considered a List A document: for example, the foreign passport together with a Form I-94 containing an endorsement of the alien’s nonimmigrant status and employment authorization with a specific employer incident to such status. List B documents show identity only and List C documents show employment authorization only. If your employer participates in E-Verify and you present a List B document, the document must contain a photograph. If you present acceptable List A documentation, you should not be asked to present, nor should you provide, List B and List C documentation. If you present acceptable List B and List C documentation, you should not be asked to present, nor should you provide, List A documentation. If you are unable to present a document(s) from these lists, you may be able to present an acceptable receipt. Refer to the Receipts section below.

Your employer must review the document(s) you present to complete Form I-9. If your document(s) reasonably appears to be genuine and to relate to you, your employer must accept the documents. If your document(s) does not reasonably appear to be genuine or to relate to you, your employer must reject it and provide you with an opportunity to present other documents from the Lists of Acceptable Documents. Your employer may choose to make copies of your document(s), but must return the original(s) to you. Your employer must review your documents in your physical presence.
Your employer will complete the other parts of this form, as well as review your entries in Section 1. Your employer may ask you to correct any errors found. Your employer is responsible for ensuring all parts of Form I-9 are properly completed and is subject to penalties under federal law if the form is not completed correctly.

Minors (individuals under age 18) and certain employees with disabilities whose parent, legal guardian or representative completed Section 1 for the employee are only required to present an employment authorization document from List C. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on minors and certain individuals with disabilities.

Receipts

If you do not have unexpired documentation from the Lists of Acceptable Documents, you may be able to present a receipt(s) in lieu of an acceptable document(s). New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. If your employer is reverifying your employment authorization, and you choose to present a receipt for reverification, you must present the receipt by the date your employment authorization expires. Receipts are not acceptable if employment lasts fewer than three business days.

There are three types of acceptable receipts:

1. A receipt showing that you have applied to replace a document that was lost, stolen or damaged. You must present the actual document within 90 days from the date of hire or, in the case of reverification, within 90 days from the date your original employment authorization expires.

2. The arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and a photograph of the individual. You must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of admission.

3. The departure portion of Form I-94/I-94A with a refugee admission stamp. You must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security Card within 90 days from the date of hire or, in the case of reverification, within 90 days from the date your original employment authorization expires.

Receipts showing that you have applied for an initial grant of employment authorization, or for renewal of your expiring or expired employment authorization, are not acceptable.

Completing Section 2: Employer or Authorized Representative Review and Verification

You, the employer, must ensure that all parts of Form I-9 are properly completed and may be subject to penalties under federal law if the form is not completed correctly. Section 1 must be completed no later than the employee’s first day of employment. You may not ask an individual to complete Section 1 before he or she has accepted a job offer. Before completing Section 2, you should review Section 1 to ensure the employee completed it properly. If you find any errors in Section 1, have the employee make corrections, as necessary and initial and date any corrections made.

You or your authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee’s first day of employment. For example, if an employee begins employment on Monday, you must review the employee’s documentation and complete Section 2 on or before Thursday of that week. However, if you hire an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment.

Entering Employee Information from Section 1

This area, titled, “Employee Info from Section 1” contains fields to enter the employee’s last name, first name, middle initial exactly as he or she entered them in Section 1. This area also includes a Citizenship/Immigration Status field to enter the number of the citizenship or immigration status checkbox the employee selected in Section 1. These fields help to ensure that the two pages of an employee’s Form I-9 remain together. When completing Section 2 using a computer, the number entered in the Citizenship/Immigration Status field provides drop-downs that directly relate to the employee’s selected citizenship or immigration status.
**Entering Documents the Employee Presents**

You, the employer or authorized representative, must physically examine, in the employee’s physical presence, the unexpired document(s) the employee presents from the Lists of Acceptable Documents to complete the Document fields in Section 2.

You cannot specify which document(s) an employee may present from these lists. If you discriminate in the Form I-9 process based on an individual’s citizenship status, immigration status, or national origin, you may be in violation of the law and subject to sanctions such as civil penalties and be required to pay back pay to discrimination victims. A document is acceptable as long as it reasonably appears to be genuine and to relate to the person presenting it. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A documents show both identity and employment authorization. Some List A documents are combination documents that must be presented together to be considered a List A document, such as a foreign passport together with a Form I-94 containing an endorsement of the alien’s nonimmigrant status.

List B documents show identity only, and List C documents show employment authorization only. If an employee presents a List A document, do not ask or require the employee to present List B and List C documents, and vice versa. If an employer participates in E-Verify and the employee presents a List B document, the List B document must include a photograph.

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 of the first day of work for pay, or in the case of reverification, within 90 days of the date the employee’s employment authorization expired. Enter the word “Receipt” followed by the title of the receipt in Section 2 under the list that relates to the receipt.

When your employee presents the replacement document, draw a line through the receipt, then enter the information from the new document into Section 2. Other receipts may be valid for longer or shorter periods, such as the arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and a photograph of the individual, which is valid until the expiration date of the temporary I-551 stamp or, if there is no expiration date, valid for one year from the date of admission.

Ensure that each document is an unexpired, original (no photocopies, except for certified copies of birth certificates) document. Certain employees may present an expired employment authorization document, which may be considered unexpired, if the employee’s employment authorization has been extended by regulation or a Federal Register Notice. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) or I-9 Central for more guidance on these special situations.

Refer to the M-274 for guidance on how to handle special situations, such as students (who may present additional documents not specified on the Lists) and H-1B and H-2A nonimmigrants changing employers.

Minors (individuals under age 18) and certain employees with disabilities whose parent, legal guardian or representative completed Section 1 for the employee are only required to present an employment authorization document from List C. Refer to the M-274 for more guidance on minors and certain persons with disabilities. If the minor’s employer participates in E-Verify, the minor employee also must present a List B identity document with a photograph to complete Form I-9.

You must return original document(s) to the employee, but may make photocopies of the document(s) reviewed. Photocopying documents is voluntary unless you participate in E-Verify. E-Verify employers are only required to photocopy certain documents. If you are an E-Verify employer who chooses to photocopy documents other than those you are required to photocopy, you should apply this policy consistently with respect to Form I-9 completion for all employees. For more information on the types of documents that an employer must photocopy if the employer uses E-Verify, visit E-Verify’s website at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify). For non-E-Verify employers, if photocopies are made, they should be made consistently for ALL new hires and reverified employees.

Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or another federal government agency. You must always complete Section 2 by reviewing original documentation, even if you photocopy an employee’s document(s) after reviewing the documentation. Making photocopies of an employee’s document(s) cannot take the place of completing Form I-9. You are still responsible for completing and retaining Form I-9.
**List A - Identity and Employment Authorization:** If the employee presented an acceptable document(s) from List A or an acceptable receipt for a List A document, enter the document(s) information in this column. If the employee presented a List A document that consists of a combination of documents, enter information from each document in that combination in a separate area under List A as described below. All documents must be unexpired. If you enter document information in the List A column, you should not enter document information in the List B or List C columns. If you complete Section 2 using a computer, a selection in List A will fill all the fields in the Lists B and C columns with N/A.

**Document Title:** If the employee presented a document from List A, enter the title of the List A document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviation to enter the document title or issuing authority. If the employee presented a combination of documents, use the second and third Document Title fields as necessary.

<table>
<thead>
<tr>
<th>Full name of List A Document</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Passport</td>
<td>U.S. Passport</td>
</tr>
<tr>
<td>U.S. Passport Card</td>
<td>U.S. Passport Card</td>
</tr>
<tr>
<td>Permanent Resident Card (Form I-551)</td>
<td>Perm. Resident Card (Form I-551)</td>
</tr>
<tr>
<td>Alien Registration Receipt Card (Form I-551)</td>
<td>Alien Reg. Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>Foreign passport containing a temporary I-551 stamp</td>
<td>1. Foreign Passport</td>
</tr>
<tr>
<td></td>
<td>2. Temporary I-551 Stamp</td>
</tr>
<tr>
<td>Foreign passport containing a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)</td>
<td>1. Foreign Passport</td>
</tr>
<tr>
<td></td>
<td>2. Machine-readable immigrant visa (MRIV)</td>
</tr>
<tr>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status, a foreign passport with Form I-94/I-94A that contains an endorsement of the alien's nonimmigrant status</td>
<td>1. Foreign Passport, work-authorized non-immigrant</td>
</tr>
<tr>
<td></td>
<td>2. Form I-94/I-94A</td>
</tr>
<tr>
<td></td>
<td>3. &quot;Form I-20&quot; or &quot;Form DS-2019&quot;</td>
</tr>
<tr>
<td></td>
<td>Note: In limited circumstances, certain J-1 students may be required to present a letter from their Responsible Officer in order to work. Enter the document title, issuing authority, document number and expiration date from this document in the Additional Information field.</td>
</tr>
<tr>
<td>Passport from the Federated States of Micronesia (FSM) with Form I-94/I-94A</td>
<td>1. FSM Passport with Form I-94</td>
</tr>
<tr>
<td></td>
<td>2. Form I-94/I-94A</td>
</tr>
<tr>
<td>Passport from the Republic of the Marshall Islands (RMI) with Form I-94/I-94A</td>
<td>1. RMI Passport with Form I-94</td>
</tr>
<tr>
<td></td>
<td>2. Form I-94/I-94A</td>
</tr>
<tr>
<td>Receipt: The arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and photograph</td>
<td>Receipt: Form I-94/I-94A w/I-551 stamp, photo</td>
</tr>
<tr>
<td>Receipt: The departure portion of Form I-94/I-94A with an unexpired refugee admission stamp</td>
<td>Receipt: Form I-94/I-94A w/refugee stamp</td>
</tr>
<tr>
<td>Receipt for an application to replace a lost, stolen or damaged Permanent Resident Card (Form I-551)</td>
<td>Receipt replacement Perm. Res. Card (Form I-551).</td>
</tr>
<tr>
<td>Receipt for an application to replace a lost, stolen or damaged Employment Authorization Document (Form I-766)</td>
<td>Receipt replacement EAD (Form I-766).</td>
</tr>
<tr>
<td>Receipt for an application to replace a lost, stolen or damaged foreign passport with Form I-94/I-94A that contains an endorsement of the alien's nonimmigrant status</td>
<td>1. Receipt: Replacement Foreign Passport, work-authorized nonimmigrant</td>
</tr>
<tr>
<td></td>
<td>2. Receipt: Replacement Form I-94/I-94A</td>
</tr>
<tr>
<td></td>
<td>3. Form I-20 or Form DS-2019 (if presented)</td>
</tr>
<tr>
<td>Receipt for an application to replace a lost, stolen or damaged passport from the Federated States of Micronesia with Form I-94/I-94A</td>
<td>1. Receipt: Replacement FSM Passport with Form I-94</td>
</tr>
<tr>
<td></td>
<td>2. Receipt: Replacement Form I-94/I-94A</td>
</tr>
<tr>
<td>Receipt for an application to replace a lost, stolen or damaged passport from the Republic of the Marshall Islands with Form I-94/I-94A</td>
<td>1. Receipt: Replacement RMI Passport with Form I-94</td>
</tr>
<tr>
<td></td>
<td>2. Receipt: Replacement Form I-94/I-94A</td>
</tr>
</tbody>
</table>

**Issuing Authority:** Enter the issuing authority of the List A document or receipt. The issuing authority is the specific entity that issued the document. If the employee presented a combination of documents, use the second and third Issuing Authority fields as necessary.
**Document Number:** Enter the document number, if any, of the List A document or receipt presented. If the document does not contain a number, enter N/A in this field. If the employee presented a combination of documents, use the second and third Document Number fields as necessary. If the document presented was a Form I-20 or DS-2019, enter the Student and Exchange Visitor Information System (SEVIS) number in the third Document Number field exactly as it appears on the Form I-20 or the DS-2019.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the List A document. The document is not acceptable if it has already expired. If the document does not contain an expiration date, enter N/A in this field. If the document uses text rather than a date to indicate when it expires, enter the text as shown on the document, such as “D/S” (which means, “duration of status”). For a receipt, enter the expiration date of the receipt validity period as described above. If the employee presented a combination of documents, use the second and third Expiration Date fields as necessary. If the document presented was a Form I-20 or DS-2019, enter the program end date here.

**List B - Identity:** If the employee presented an acceptable document from List B or an acceptable receipt for the application to replace a lost, stolen, or destroyed List B document, enter the document information in this column. If a parent or legal guardian attested to the identity of an employee who is an individual under age 18 or certain employees with disabilities in Section 1, enter either “Individual under age 18” or “Special Placement” in this field. Refer to the *Handbook for Employers: Guidance for Completing Form I-9 (M-274)* for more guidance on individuals under age 18 and certain person with disabilities.

If you enter document information in the List B column, you must also enter document information in the List C column. If an employee presents acceptable List B and List C documents, do not ask the employees to present a List A document. No entries should be made in the List A column. If you complete Section 2 using a computer, a selection in List B will fill all the fields in the List A column with N/A.

**Document Title:** If the employee presented a document from List B, enter the title of the List B document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviations to document the document title or issuing authority.

<table>
<thead>
<tr>
<th>Full name of List B Document</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's license issued by a State or outlying possession of the United States</td>
<td>Driver's license issued by state/territory</td>
</tr>
<tr>
<td>ID card issued by a State or outlying possession of the United States</td>
<td>ID card issued by state/territory</td>
</tr>
<tr>
<td>ID card issued by federal, state, or local government agencies or entities</td>
<td>Government ID</td>
</tr>
<tr>
<td>School ID card with photograph</td>
<td>School ID</td>
</tr>
<tr>
<td>Voter's registration card</td>
<td>Voter registration card</td>
</tr>
<tr>
<td>U.S. Military card</td>
<td>U.S. Military card</td>
</tr>
<tr>
<td>U.S. Military draft record</td>
<td>U.S. Military Draft record</td>
</tr>
<tr>
<td>Military dependent's ID card</td>
<td>Military dependent's ID card</td>
</tr>
<tr>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td>USCG Merchant Mariner card</td>
</tr>
<tr>
<td>Native American tribal document</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>Driver's license issued by a Canadian government authority</td>
<td>Canadian driver's license</td>
</tr>
<tr>
<td>School record (for persons under age 18 who are unable to present a document listed above)</td>
<td>School record (under age 18)</td>
</tr>
<tr>
<td>Report card (for persons under age 18 who are unable to present a document listed above)</td>
<td>Report card (under age 18)</td>
</tr>
<tr>
<td>Clinic record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Clinic record (under age 18)</td>
</tr>
<tr>
<td>Doctor record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Doctor record (under age 18)</td>
</tr>
<tr>
<td>Hospital record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Hospital record (under age 18)</td>
</tr>
<tr>
<td>Day-care record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Day-care record (under age 18)</td>
</tr>
<tr>
<td>Nursery school record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Nursery school record (under age 18)</td>
</tr>
<tr>
<td>Full name of List B Document</td>
<td>Abbreviations</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Individual under age 18 endorsement by parent or guardian</td>
<td>Individual under Age 18</td>
</tr>
<tr>
<td>Special placement endorsement for persons with disabilities</td>
<td>Special Placement</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Driver's License issued by a State or outlying possession of the United States</td>
<td>Receipt: Replacement driver's license</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged ID card issued by a State or outlying possession of the United States</td>
<td>Receipt: Replacement ID card</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Gov't ID card issued by a State or outlying possession of the United States</td>
<td>Receipt: Replacement Gov't ID</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged School ID card with photograph</td>
<td>Receipt: Replacement School ID</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Voter's registration card</td>
<td>Receipt: Replacement Voter reg. card</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged U.S. Military card</td>
<td>Receipt: Replacement U.S. Military card</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Military dependent's ID card</td>
<td>Receipt: Replacement U.S. Military dep. card</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged U.S. Military draft record</td>
<td>Receipt: Replacement Military draft record</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged U.S. Coast Guard Merchant Mariner Card</td>
<td>Receipt: Replacement Merchant Mariner card</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Driver's license issued by a Canadian government authority</td>
<td>Receipt: Replacement Canadian DL</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Native American tribal document</td>
<td>Receipt: Replacement Native American tribal doc</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged School record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement School record (under age 18)</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Report card (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement Report card (under age 18)</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Clinic record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement Clinic record (under age 18)</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Doctor record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement Doctor record (under age 18)</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Hospital record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement Hospital record (under age 18)</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Day-care record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement Day-care record (under age 18)</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Nursery school record (for persons under age 18 who are unable to present a document listed above)</td>
<td>Receipt: Replacement Nursery school record (under age 18)</td>
</tr>
</tbody>
</table>

**Issuing Authority:** Enter the issuing authority of the List B document or receipt. The issuing authority is the entity that issued the document. If the employee presented a document that is issued by a state agency, include the state as part of the issuing authority.

**Document Number:** Enter the document number, if any, of the List B document or receipt exactly as it appears on the document. If the document does not contain a number, enter N/A in this field.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the List B document. The document is not acceptable if it has already expired. If the document does not contain an expiration date, enter N/A in this field. For a receipt, enter the expiration date of the receipt validity period as described in the Receipt section above.
List C - Employment Authorization: If the employee presented an acceptable document from List C, or an acceptable receipt for the application to replace a lost, stolen, or destroyed List C document, enter the document information in this column. If you enter document information in the List C column, you must also enter document information in the List B column. If an employee presents acceptable List B and List C documents, do not ask the employee to present a list A document. No entries should be made in the List A column.

Document Title: If the employee presented a document from List C, enter the title of the List C document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviations to document the document title or issuing authority. If you are completing the form on a computer, and you select an Employment authorization document issued by DHS, the field will populate with List C #7 and provide a space for you to enter a description of the documentation the employee presented. Refer to the M-274 for guidance on entering List C #7 documentation.

<table>
<thead>
<tr>
<th>Full name of List C Document</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Account Number card without restrictions</td>
<td>(Unrestricted) Social Security Card</td>
</tr>
<tr>
<td>Certification of Birth Abroad (Form FS-545)</td>
<td>Form FS-545</td>
</tr>
<tr>
<td>Certification of Report of Birth (Form DS-1350)</td>
<td>Form DS-1350</td>
</tr>
<tr>
<td>Consular Report of Birth Abroad (Form FS-240)</td>
<td>Form FS-240</td>
</tr>
<tr>
<td>Original or certified copy of a U.S. birth certificate bearing an official seal</td>
<td>Birth Certificate</td>
</tr>
<tr>
<td>Native American tribal document</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>U.S. Citizen ID Card (Form I-197)</td>
<td>Form I-197</td>
</tr>
<tr>
<td>Identification Card for use of Resident Citizen in the United States (Form I-179)</td>
<td>Form I-179</td>
</tr>
<tr>
<td>Employment authorization document issued by DHS (List C #7)</td>
<td>Employment Auth. document (DHS) List C #7</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Social Security Account Number Card without restrictions</td>
<td>Receipt: Replacement Unrestricted SS Card</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Original or certified copy of a U.S. birth certificate bearing an official seal</td>
<td>Receipt: Replacement Birth Certificate</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Native American Tribal Document</td>
<td>Receipt: Replacement Native American Tribal Doc.</td>
</tr>
<tr>
<td>Receipt for the application to replace a lost, stolen or damaged Employment Authorization Document issued by DHS</td>
<td>Receipt: Replacement Employment Auth. Doc. (DHS)</td>
</tr>
</tbody>
</table>

Issuing Authority: Enter the issuing authority of the List C document or receipt. The issuing authority is the entity that issued the document.

Document Number: Enter the document number, if any, of the List C document or receipt exactly as it appears on the document. If the document does not contain a number, enter N/A in this field.

Expiration Date (if any) (mm/dd/yyyy): Enter the expiration date, if any, of the List C document. The document is not acceptable if it has already expired, unless USCIS has extended the expiration date on the document. For instance, if a conditional resident presents a Form I-797 extending his or her conditional resident status with the employee's expired Form I-551, enter the future expiration date as indicated on the Form I-797. If the document has no expiration date, enter N/A in this field. For a receipt, enter the expiration date of the receipt validity period as described in the Receipt section above.

Additional Information: Use this space to note any additional information required for Form I-9 such as:

- Employment authorization extensions for Temporary Protected Status beneficiaries, F-1 OPT STEM students, CAPGAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and other nonimmigrant categories that may receive extensions of stay
- Additional document(s) that certain nonimmigrant employees may present
- Discrepancies that E-Verify employers must note when participating in the IMAGE program
- Employee termination dates and form retention dates
- E-Verify case number, which may also be entered in the margin or attached as a separate sheet per E-Verify requirements and your chosen business process
- Any other comments or notations necessary for the employer's business process

You may leave this field blank if the employee's circumstances do not require additional notations.
**Entering Information in the Employer Certification**

**Employee's First Day of Employment:** Enter the employee’s first day of employment as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy).

**Signature of Employer or Authorized Representative:** Review the form for accuracy and completeness. The person who physically examines the employee's original document(s) and completes Section 2 must sign his or her name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. By signing Section 2, you attest under penalty of perjury (28 U.S.C. § 1746) that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States, that the information you entered in Section 2 is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

**Today's Date:** The person who signs Section 2 must enter the date he or she signed Section 2 in this field. Do not backdate this field. If you used a form obtained from the USCIS website, you must print the form to write the date in this field. Enter the date as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

**Title of Employer or Authorized Representative:** Enter the title, position or role of the person who physically examines the employee's original document(s), completes and signs Section 2.

**Last Name of the Employer or Authorized Representative:** Enter the full legal last name of the person who physically examines the employee’s original documents, completes and signs Section 2. Last name refers to family name or surname. If the person has two last names or a hyphenated last name, include both names in this field.

**First Name of the Employer or Authorized Representative:** Enter the full legal first name of the person who physically examines the employee’s original documents, completes, and signs Section 2. First name refers to the given name.

**Employer's Business or Organization Name:** Enter the name of the employer’s business or organization in this field.

**Employer's Business or Organization Address (Street Name and Number):** Enter an actual, physical address of the employer. If your company has multiple locations, use the most appropriate address that identifies the location of the employer. Do not provide a P.O. Box address.

**City or Town:** Enter the city or town for the employer’s business or organization address. If the location is not a city or town, you may enter the name of the village, county, township, reservation, etc. that applies.

**State:** Enter the two-character abbreviation of the state for the employer’s business or organization address.

**ZIP Code:** Enter the 5-digit ZIP code for the employer’s business or organization address.

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**Completing Section 3: Reverification and Rehires**

Section 3 applies to both reverification and rehires. When completing this section, you must also complete the Last Name, First Name and Middle Initial fields in the Employee Info from Section 1 area at the top of Section 2, leaving the Citizenship/Immigration Status field blank. When completing Section 3 in either a reverification or rehire situation, if the employee’s name has changed, record the new name in Block A.

**Reverification**

Reverification in Section 3 must be completed prior to the earlier of:

- The expiration date, if any, of the employment authorization stated in Section 1, or
- The expiration date, if any, of the List A or List C employment authorization document recorded in Section 2 (with some exceptions listed below).

Some employees may have entered “N/A” in the expiration date field in Section 1 if they are aliens whose employment authorization does not expire, e.g. asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau. Reverification does not apply for such employees unless they choose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

You should not reverify U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551). Reverification does not apply to List B documents.

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For reverification, an employee must present an unexpired document(s) (or a receipt) from either List A or List C showing he or she is still authorized to work. You CANNOT require the employee to present a particular document from List A or List C. The employee is also not required to show the same type of document that he or she presented previously. See specific instructions on how to complete Section 3 below.

Rehires

If you rehire an employee within three years from the date that the Form I-9 was previously executed, you may either rely on the employee’s previously executed Form I-9 or complete a new Form I-9.

If you choose to rely on a previously completed Form I-9, follow these guidelines.

- If the employee remains employment authorized as indicated on the previously executed Form I-9, the employee does not need to provide any additional documentation. Provide in Section 3 the employee’s rehire date, any name changes if applicable, and sign and date the form.

- If the previously executed Form I-9 indicates that the employee’s employment authorization from Section 1 or employment authorization documentation from Section 2 that is subject to reverification has expired, then reverification of employment authorization is required in Section 3 in addition to providing the rehire date. If the previously executed Form I-9 is not the current version of the form, you must complete Section 3 on the current version of the form.

- If you already used Section 3 of the employee’s previously executed Form I-9, but are rehiring the employee within three years of the original execution of Form I-9, you may complete Section 3 on a new Form I-9 and attach it to the previously executed form.

Employees rehired after three years of original execution of the Form I-9 must complete a new Form I-9.

Complete each block in Section 3 as follows:

**Block A - New Name:** If an employee who is being reverified or rehired has also changed his or her name since originally completing Section 1 of this form, complete this block with the employee’s new name. Enter only the part of the name that has changed, for example: if the employee changed only his or her last name, enter the last name in the Last Name field in this Block, then enter N/A in the First Name and Middle Initial fields. If the employee has not changed his or her name, enter N/A in each field of Block A.

**Block B - Date of Rehire:** Complete this block if you are rehiring an employee within three years of the date Form I-9 was originally executed. Enter the date of rehire in this field. Enter N/A in this field if the employee is not being rehired.

**Block C -** Complete this block if you are reverifying expiring or expired employment authorization or employment authorization documentation of a current or rehired employee. Enter the information from the List A or List C document(s) (or receipt) that the employee presented to reverify his or her employment authorization. All documents must be unexpired.

**Document Title:** Enter the title of the List A or C document (or receipt) the employee has presented to show continuing employment authorization in this field.

**Document Number:** Enter the document number, if any, of the document you entered in the Document Title field exactly as it appears on the document. Enter N/A if the document does not have a number.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the document you entered in the Document Title field as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). If the document does not contain an expiration date, enter N/A in this field.

**Signature of Employer or Authorized Representative:** The person who completes Section 3 must sign in this field. If you used a form obtained from the USCIS website, you must print Section 3 of the form to sign your name in this field. By signing Section 3, you attest under penalty of perjury (28 U.S.C. §1746) that you have examined the documents presented by the employee, that the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States, that the information you entered in Section 3 is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.
Today's Date: The person who completes Section 3 must enter the date Section 3 was completed and signed in this field. Do not backdate this field. If you used a form obtained from the USCIS website, you must print Section 3 of the form to enter the date in this field. Enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

Name of Employer or Authorized Representative: The person who completed, signed and dated Section 3 must enter his or her name in this field.

What is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the “USCIS Privacy Act Statement” below.

USCIS Forms and Information

For additional guidance about Form I-9, employers and employees should refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) or USCIS Form 9 website at https://www.uscis.gov/i-9-central.

You can also obtain information about Form I-9 by e-mailing USCIS at I-9Central@dhs.gov, or by calling 1-888-464-4218 or 1-877-875-6028 (TTY).

You may download and obtain the English and Spanish versions of Form I-9, the Handbook for Employers, or the instructions to Form I-9 from the USCIS website at https://www.uscis.gov/i-9. To complete Form I-9 on a computer, you will need the latest version of Adobe Reader, which can be downloaded for free at http://get.adobe.com/reader/. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by contacting the USCIS National Customer Service Center at 1-800-375-5283 or 1-800-767-1833 (TTY).

Information about E-Verify, a fast, free, internet-based system that allows businesses to determine the eligibility of their employees to work in the United States, can be obtained from the USCIS website at http://www.uscis.gov/e-verify, by e-mailing USCIS at E-Verify@dhs.gov or by calling 1-888-464-4218 or 1-877-875-6028 (TTY).

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling 1-888-897-7781 or 1-877-875-6028 (TTY).

Photocopying Blank and Completed Forms I-9 and Retaining Completed Forms I-9

Employers may photocopy or print blank Forms I-9 for future use. All pages of the instructions and Lists of Acceptable Documents must be available, either in print or electronically, to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer and for a specified period after employment has ended. Employers are required to retain the pages of the form on which the employee and employer entered data. If copies of documentation presented by the employee are made, those copies must also be retained. Once the individual's employment ends, the employer must retain this form and attachments for either 3 years after the date of hire (i.e., first day of work for pay) or 1 year after the date employment ended, whichever is later. In the case of recruiters or referrers for a fee (only applicable to those that are agricultural associations, agricultural employers, or farm labor contractors), the retention period is 3 years after the date of hire (i.e., first day of work for pay).

Forms I-9 obtained from the USCIS website that are not printed and signed manually (by hand) are not considered complete. In the event of an inspection, retaining incomplete forms may make you subject to fines and penalties associated with incomplete forms.

Employers should ensure that information employees provide on Form I-9 is used only for Form I-9 purposes. Completed Forms I-9 and all accompanying documents should be stored in a safe, secure location.

Form I-9 may be generated, signed, and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.
USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC § 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Providing the information collected by this form is voluntary. However an employer should not continue to employ an individual without a completed form. Failure of the employer to prepare and/or ensure proper completion of this form for each employee hired in the United States after November 6, 1986 or in the Commonwealth of the Mariana Islands after November 27, 2011, may subject the employer to civil and/or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer must retain this form for the required period and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor and the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, when completing the form manually, and 26 minutes per response when using a computer to aid in completion of the form, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. Do not mail your completed Form I-9 to this address.
# 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><strong>List A</strong></th>
<th><strong>List B</strong></th>
<th><strong>List C</strong></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>
</tr>
<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>
</tr>
<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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td>6. Military dependent's ID card</td>
<td>3. 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>
</tr>
<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. Native American tribal document</td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td>5. U.S. Citizen ID Card (Form I-197')</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. Identification Card for Use of Resident Citizen in the United States (Form I-179)</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. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.