



U.S. Citizenship  
and Immigration  
Services

# Form I-9

## Employment Eligibility Verification

[www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)



*Dave Basham*

# Disclaimer

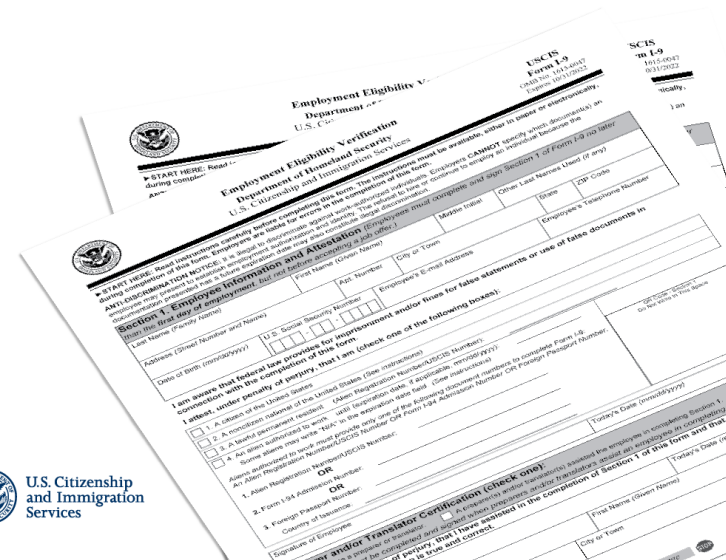
*This presentation is intended for employers and their designated agents. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. For more information visit the [e-verify.gov](http://e-verify.gov) website.*

*This presentation is not intended for members of the media. For all media inquires visit the [U.S. Citizenship and Immigration Services Media Contacts](#) webpage.*

# Agenda

- Updates due to COVID-19
- Completing the Form I-9
- Storage and Retention
- Resources

## A New Version of the Form I-9 is Available!



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

**Section 1: Employee Information and Attestation** (Employer must complete this section and retain it for the duration of the employee's employment.)

**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.**

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# Temporary Flexibility of Form I-9 Requirements

- On March 20, the Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE) announced flexibility in complying with requirements related to Form I-9, Employment Eligibility Verification, due to COVID-19. See [the news release](#) for more information on how employers with remote employees may obtain, remotely inspect, and retain copies of the identity and employment eligibility documents their employees provide to complete Section 2 of Form I-9. This provision only applies to employers and workplaces that are operating remotely.
- Employers must monitor the [DHS](#) and [ICE](#) websites for additional updates about when the extensions will be terminated, and normal operations will resume.
- E-Verify participants who choose the remote inspection option should follow current guidance and create cases for their new hires within three business days from the date of hire. Please see the [E-Verify](#) website for additional information.

# Immigrant and Employee Rights Section (IER)

The anti-discrimination provisions of the INA are enforced by:

**Department of Justice Civil Rights Division  
Immigrant and Employee Rights Section**

- Employees may contact the [Immigrant and Employee Rights Section \(IER\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities\*

**1-800-255-7688 (TDD: 1-800-616-5525)**

- Employers may also contact IER\*

**1-800-255-8155 (TDD: 1-800-362-2735)**

\*callers may remain anonymous

See [IER's "Employer Dos and Don'ts."](#)



— U.S. DEPARTMENT OF JUSTICE —  
**IMMIGRANT & EMPLOYEE RIGHTS SECTION**  
— CIVIL RIGHTS DIVISION —

# Form I-9 Requirements

All U.S. employers must have a **Form I-9** on file for all current employees.

- Employers should use the Form I-9 with revision date **10/21/2019** which was released to the public on January 31, 2020. Employers must begin using the revised version for all new hires and reverifications after **April 30, 2020**.
- Exception: Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986.
- You may delegate the authority to complete Form I-9 to a responsible agent, however, you will retain liability for any errors.

Visit [I-9 Central What's New](#) for updates.

# Completing Form I-9

Instructions   Start Over   Print

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

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual 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)   First Name (Given Name)   Middle Initial   Other Last Names Used (if any)

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

Date of Birth (mm/dd/yyyy)   U.S. Social Security Number   Employee's E-mail Address   Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

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

1. A citizen of the United States

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

3. A lawful permanent resident (Alien Registration Number/USCIS Number)

4. An alien authorized to work (until expiration date, if applicable, mm/dd/yyyy).  
Some aliens may write "NA" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

OR Code: Select a 1 to 6 code

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
OR  
2. Form I-94 Admission Number: \_\_\_\_\_  
OR  
3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

Signature of Employee   Today's Date (mm/dd/yyyy)

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.    I am preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparer(s) and/or translator(s) assisted an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator   Today's Date (mm/dd/yyyy)

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

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

Click to Finish

⏪ Employer Completes Next Page ⏩

Form I-9 10/21/2019 Page 1 of 4

Instructions   Start Over   Print

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

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

**Section 2. Employer or Authorized Representative Review and Verification**  
(Employers or their authorized representatives must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1   Last Name (Family Name)   First Name (Given Name)   M.I.   Citizenship/Immigration Status

Identify and Employment Authorization	OR	List B Identify	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		OR Code: Section 2 & C 1 to 6 code for 1 to 6 code
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative   Today's Date (mm/dd/yyyy)   Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative   First Name of Employer or Authorized Representative   Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)   City or Town   State   ZIP Code

Click to Finish

Form I-9 10/21/2019 Page 2 of 4

# Lists of Acceptable Documents

- Use MOST CURRENT [Form I-9](#) VERSION, 10/21/2019
- You must make the Lists of Acceptable Documents available to your EMPLOYEE when he or she is completing the Form I-9

The EMPLOYEE MUST provide:

- One document from **List A**
- OR
- One document from **List B** AND one document from **List C**

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.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
		AND
		LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (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.		5. U.S. Citizen ID Card (Form I-197)
		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. Employment authorization document issued by the Department of Homeland Security
		For persons under age 18 who are unable to present a document listed above:
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
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		

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.



# Section 1: Employee Information

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

Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?		
Address (Street Number and Name) ?			Apt. Number ?	City or Town ?		State ? ▼	ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?		Employee's E-mail Address ?			Employee's Telephone Number ?	

- To be completed by **EMPLOYEE**.
- Employer **MUST** verify Section 1 is **COMPLETE**.

# Section 1: Employee Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

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

<input type="checkbox"/>	1. A citizen of the United States <sup>?</sup>	
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions) <sup>?</sup>	
<input checked="" type="checkbox"/>	3. A lawful permanent resident <sup>?</sup> (Alien Registration Number/USCIS Number): <sup>?</sup> A <sup>?</sup>	Alien Number <sup>?</sup>
<input type="checkbox"/>	4. An alien authorized to work <sup>?</sup> until (expiration date, if applicable, mm/dd/yyyy): <sup>?</sup> N/A <sup>?</sup>	Alien Number <sup>?</sup> USCIS Number <sup>?</sup>

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: <sup>?</sup> N/A <sup>?</sup>	
<b>OR</b>	
2. Form I-94 Admission Number: <sup>?</sup> N/A <sup>?</sup>	
<b>OR</b>	
3. Foreign Passport Number: <sup>?</sup> N/A <sup>?</sup>	
Country of Issuance: <sup>?</sup> N/A <sup>?</sup>	

QR Code - Section 1  
Do Not Write In This Space

Signature of Employee <sup>?</sup>	Today's Date (mm/dd/yyyy) <sup>?</sup>
------------------------------------	----------------------------------------

- The EMPLOYEE **MUST** select one of the four categories and sign and date Section 1 of Form I-9.
- All employees must complete Section 1 no later than the first business day of employment for pay.

# Section 1: Preparer/Translator (P/T) Certification

Required when Section 1 is prepared by someone other than the employee.

## Employees must:

- **Check the first box** if they **don't** use a preparer or translator. No entries can be made in the fields as the check box is equivalent to stating N/A.
- **Check the second box** if they **use** a P/T, then choose from the drop-down menu the number of preparers and translators used.

<b>Preparer and/or Translator Certification (check one):</b> ?			
<input type="checkbox"/> I did not use a preparer or translator.		<input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.	
<i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>			
<b>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.</b>			
Signature of Preparer or Translator ?		Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? ZIP Code ?

# Section 2: Employer Certification of Document Review

- Completed by EMPLOYER.
- MUST be completed no later than **3 business days** after the employee begins 1<sup>st</sup> day of work for pay.\*
- EMPLOYER MUST examine original documents **in presence of employee**.
- Documents MUST be **UNEXPIRED**.

\*See [ICE News Release](#) about Section 2 Flexibility

Instructions Start Over Print

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

**USCIS  
Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

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**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 examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I. Citizenship/Immigration Status
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List A Identify and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Additional Information <div style="border: 1px solid black; padding: 5px; min-height: 100px;">                         OR Code: Section 2 &amp; 3 (to Notate in this space)                     </div>	
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		
Document Title		
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town
		State
		ZIP Code

Click to Finish

## Section 2: Receipt Rule

There are only three type of acceptable receipts:

1. A receipt showing that your employee has applied to replace a document that was **lost, stolen** or **damaged**.
  - Employee must present a replacement document within 90 days of the hire date.
  - You cannot accept receipt if employment is less than 3 days.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual.
  - Receipt is valid until the expiration date on the stamp, or one year after the issuance date if the stamp does not contain an expiration date.
  - Employee must show you their Permanent Resident Card (I-551) upon expiration.
3. The departure portion of the Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code "RE".
  - Employee must present an EAD or List B document and unrestricted Social Security Card within 90 days of the hire date.

# Section 3: Reverification & Rehires

- You **MUST** reverify an employee using **Section 3** if his or her temporary employment authorization has expired.
- You **MAY** also complete Section 3 if you:
  - **Rehire** the EMPLOYEE within 3 years of the date of initial execution of the Form I-9\*
  - Update the **biographic information** of an employee

*\* USCIS recommends completing a new Form I-9 for rehires*

Employee Name from Section 1:			Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
<b>Section 3. Reverification and Rehires</b> (To be completed and signed by employer or authorized representative.)					
A. New Name (if applicable) ?				B. Date of Hire (if applicable)	
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?		
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.					
Document Title ?		Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?		
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.					
Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?			

## Section 3: When to Reverify

### Reverify

- When employment authorization document (List A or C) has an expiration date
- Form I-94 with a temporary I-551 stamp
- An unexpired foreign passport with a temporary I-551 stamp (on a machine readable immigrant visa (MRIV))
- Expired Permanent Resident Card presented with a Form I-797 (Notice of Action)

### Do Not Reverify

- U.S. Passport or Passport Card
- Permanent Resident Card (Form I-551)
- List B documents



I-551 Stamp



Unexpired Foreign Passport with I-551 Stamp

# Retention

Forms I-9 must be retained for:

**3 years after** the date you **hire** an employee; or,  
**1 year after** the date employment **terminates**,  
whichever is later.

Example:

John Smith was hired on November 1, 2017, and terminated on July 5, 2018

11/01/2017 + 3 years = 11/01/2020

07/05/2018 + 1 year = 07/05/2019



# Resources



# Form I-9 Resources

## I-9 Central

- [I-9 Central](#)
- [Revised I-9 Table of Changes](#)
- [Office of Citizenship](#)
- [I-9Central/Espanol](#) (Spanish)

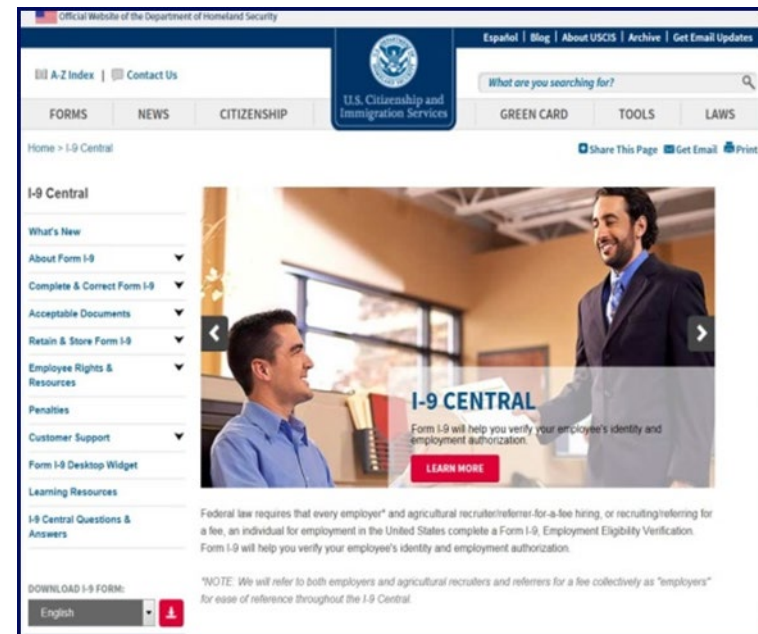
## [M-274, Handbook for Employers](#)

## [Mergers & Acquisitions](#)

## Examples of documents:

- [Acceptable Documents](#)
- [Additional Documentation Requirements](#)

## [I-9 Webinar on Demand & Vignettes](#)



The screenshot shows the official website for I-9 Central, part of the U.S. Citizenship and Immigration Services. The page features a navigation menu with categories like FORMS, NEWS, CITIZENSHIP, GREEN CARD, TOOLS, and LAWS. A search bar is present at the top right. The main content area includes a sidebar with a table of contents for I-9 Central, such as 'What's New', 'About Form I-9', 'Complete & Correct Form I-9', 'Acceptable Documents', 'Retain & Store Form I-9', 'Employee Rights & Resources', 'Penalties', 'Customer Support', and 'Form I-9 Desktop Widget'. The main content area has a large banner image of two men in an office setting, with the text 'I-9 CENTRAL' and 'Form I-9 will help you verify your employee's identity and employment authorization.' Below the banner, there is a 'LEARN MORE' button and a section for 'I-9 Central Questions & Answers'. At the bottom, there is a 'DOWNLOAD I-9 FORM:' section with a dropdown menu for language (English) and a download icon. A note at the bottom states: 'NOTE: We will refer to both employers and agricultural recruiters/referrer for a fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization.'

## Frequently Asked Question: Revised Form I-9

### Q. When may I begin using the new Form I-9?

A. Starting on January 31<sup>st</sup>, 2020, you may begin using the new form with the revision date on 10/21/2019. Visit <https://www.uscis.gov/i-9> to view and download the most current form.

### Q. May I continue to use earlier versions of the Form I-9?

A. You may use the previous version of the Form I-9 with the a revision date of 07/17/2017N, however after April 30, 2020 you can only use the new form with the revision date of 10/21/2019.

### Q. Where do I get the revised Spanish version of Form I-9?

A. You may download the Spanish version of this form from the USCIS website at <https://www.uscis.gov/es/central-I-9>.

### Q: Where can I find out more on what changed on the Form I-9?

A: This new version contains minor changes to the form and its instructions. Click on the [Table of Changes](#) for more information.

# E-Verify Outreach

- Free Customized Webinars
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
  - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit: [www.e-verify.gov/](http://www.e-verify.gov/)



# Customer Support

E-Verify received one of the highest customer service ratings among federal agencies according to the American Customer Satisfaction Survey.

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: [I-9Central@uscis.dhs.gov](mailto:I-9Central@uscis.dhs.gov)**
- **E-Verify E-Mail: [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)**
- **Form I-9 Website: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)**
- **E-Verify Website: [www.e-verify.gov](http://www.e-verify.gov)**