IMPORTANT! Penalties and fines for Form I-9 paperwork violations, range **from \$281 to \$2,789** for the first offense, and for substantive violations or uncorrected technical errors.

Most common avoidable risks

- Form I-9 not complete by day three of employment
 - Incorrect attestation selected by Team Member
- X

Data entry error by Team Member or Leader



Failure to scan and attach compliance documentation

Section 1: Employee Information and Citizenship Selection

	First Name (Giv	en Name)	Middle Initial	Other Last N	Other Last Names Used (If any)		
Washington	George		A	N/A			
Address (Street Number and Name) 123 Star Spangled Way	Apt. N		tmoreland	Sta V	te	ZIP Code 20002	
	Security Number						
L (1997) (1997)	employee's E-mail Address gwashington@email.com			Employee's Telephone Number 202-123-4567			
I am aware that federal law provides connection with the completion of the I attest, under penalty of perjury, the	his form.			or use of fals	e do	cuments in	
X 1. A citizen of the United States		or are removed.	9 558857				
2. A noncitizen national of the United S	states (See Instruction	s)					
3. A lawful permanent resident (Alien	n Registration Number	/USCIS Number)	18				
4. An alien authorized to work until (expiration date, if appli	icable, mm/dd/yyy	y):				
Some aliens may write "N/A" in the	expiration date field. (See Instructions)	2	TO 1000			
An Alien Registration Number/USCIS Num 1. Alien Registration Number/USCIS Num OR 2. Form I-94 Admission Number: OR 3. Foreign Passport Number:		zinssion ivumider	ок готоул газэрий п	camoer.			
Country of Issuance:			<u></u>				
	shington		Today's Da	te (mm/dd/yyy)	[*] 0	1/22/2017	
Country of Issuance: Signature of Employee Searce Wa Preparer and/or Translator Ce I did not use a preparer or translator.	ertification (che	nd/or translator(s)	assisted the employee in	n completing Se	ction	1.	
Country of Issuance: Signature of Employee George Wa Preparer and/or Translator Ce I did not use a preparer or translator. (Fields below must be completed and: lattest, under penalty of perjury, the	ertification (che A preparer(s) ar signed when prepar at I have assisted i	nd/or translator(s) rers and/or trans	assisted the employee is	n completing Se layee in comp	ction	1. g Section 1.)	
Country of Issuance: Signature of Employee George Wa Preparer and/or Translator Ce I did not use a preparer or translator. (Fields below must be completed and: lattest, under penalty of perjury, the	ertification (che A preparer(s) ar signed when prepar at I have assisted i	nd/or translator(s) rers and/or trans	assisted the employee is	n completing Se layee in comp	ction detin	1. g Section 1.) to the best of my	
Country of Issuance: Signature of Employee George Wa Preparer and/or Translator Ce I did not use a preparer or translator. (Fields below must be completed and lattest, under penalty of perjury, the knowledge the Information is true as Signature of Preparer or Translator.	ertification (che A preparer(s) ar signed when prepar at I have assisted i	nd/or translator(s) rers and/or fran. in the completi	assisted the employee is	n completing Se loyee in comp his form and Today's Date 01/22/2	ction detin	1. g Section 1.) to the best of my	

Verify information entered in Section 1 is correct prior to Team Member submitting their task.

Approve	Send Back Save for Later
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Pro-Tip! Double check to make sure the correct citizen classification has been selected based on the documents provided by Team. Member

*If incorrect information has been entered, use the "Send Back" button in Workday. This action will route the Form I-9 back to the new hire's "My Tasks" inbox. The new hire will be able to edit the information in Section 1 and resubmit.

Send Back Save for Later	Save for Later
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IMPORTANT! Employers/authorized representative must complete and sign Section 2 within **three** business days after the employee's first day of employment and must physically examine documents.

Section 2: Employer or Authorized Representative Review and Verification

Pro-Tip START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form.

Form I-9 Instructions

LISTS OF ACCEPTABLE DOCUMENTS All documents containing an expiration date must be unexpired. * Documents extended by the issuing authority are considered unexpired. Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

combination of one selection from List B and one selection from List C.

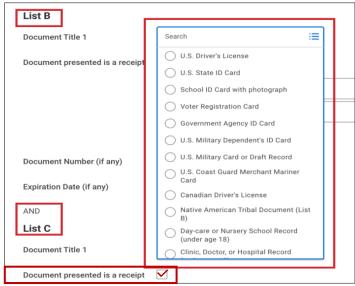
Examples of many of these documents appear in the Handbook for Employers (M-274).

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 2. Permanent Resident Card or Allen Registration Receipt Card (Form 1-551) 3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form 1-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form 1-94 that has		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, helpith, eye color, and address Deard issued by feetral, 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 School ID card with a photograph Voter's registration card Voter Significant or and Significant or such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID 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. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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
Form 1-94 or Form 1-94 that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or imitations identified on the form.		Millary dependents it Deard U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card Clinic, doctor, or hospital record Day-care or nursery school record	4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-197) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7, and Section 13 of the M-274 on uscls.gov/ii-9-central. The Form 1-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
May be prese Receipt for a replacement of a lost, siblen, or damaged List A document. Form 1-94 issued to a lawful permanent resident that contains an LS51 stamp and a photograph of the individual. Form 1-94 with "RE" notation or		Acceptable Receipts in lieu of a document listed above for a te For receipt validity dates, see the M-274. Receipt for a replacement of a lost, stolen, or damaged List B document.	emporary period. Receipt for a replacement of a lost, stolen, or damaged List C document.

First Day of Employment (mm/dd/yyyy): 04/19/2024 (See instructions for exemptions)

IMPORTANT! First Day of Employment is same as First Day Worked, same as Hire Date and same as First Time Punch.

Oocument Title 1	Search :≡
Document presented is a receipt Select Issuing Authority	Foreign Passport I-94 or I-94A arrival portion with I-551 stamp and photo (receipt) Permanent Resident Card (Form I-551)
Document Number (if any)	
Expiration Date (if any)	MM/DD/YYYY 📻
Document Title 2 (if any)	∷≡
Select Issuing Authority	≔
Document Number (if any)	
Expiration Date (if any) MM/DD/	vvvv 🛱





Pro-Tip! Only mark off the "**Document presented is** a **receipt**" box IF a receipt is provided for a lost, damaged or stolen document.



Document Examples



Form I-9 Assistance

Use this option to request assistance with completing a Form I-9 or send in missing Form I-9 documents.



SCAN HERE: Reach out to HR Support via Jira ticket for questions regarding documents provided for employment authorization or verifications.

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

I-797, Notice of Action

The unived States of America 👯

RECEIPT NUMBER IOE123000005000		CASE TYPE 1821 /I-821D
RECEIPT DATE August 29, 2012	PRIORITY DATE	APPLICANT SMITH, JOHN
NOTICE DATE October 12, 2012	PAGE 1 of 1	
John Smith 100 Main Street Anytown, D.C. 12345		Notice Type: Approval Notice Valid from 10/12/2012 to 10/11/2014

This notice is to inform you regarding U.S. Citizenship and Immigration Services's (USCIS) decision on your Form I-821D, Consideration of Deterred Action for Childhood Arrivals,

USCIS, in the exercise of its prosecutorial discretion, has decided to defer action in your case. Deferred action is an exercise of prosecutorial discretion by USCIS not to pursue the removal of an individual from the United States for a specific period. Deferred action does not confer or alter any immigration status.

Unless terminated, this decision to defer removal action will remain in effect for 2 years from the date of this notice.

This form does not constitute employment authorization, not use it be used in place of an Employment Authorization Document. If granted, you will receive your Employment Authorization Document separately by mail. Subsequent criminal activity after your case has been deferred is likely to refult in termination of your deferred action. This notice does not provide permission to travel outside of the United Stakes.

You are required to notify USCIS if you change your address. You may use the Alien's Change of Address Card, form AR-11, to report a new address. That form may be found at www.uscis.g.y. There is no fee for this change of address form.

NOTICE: USCIS and the U.S. Department of Homeland Security (DRS) reserve the right to verify the information submitted in this request and/or supporting documentation to ensure conformity with applicable laws, rules, requisitons, and other authorities. Methods used for verifying information may include, but are not limited to, the review of public information and records, contact by correspondence, the internet, or telephone, and site inspections of businesses and residences. Information obtained during the course of the verification will be used to determine whether termination of deferred action and/or removal proceedings are appropriate if, for example, the requestor committed fraud or misrepresentation in his or her request for consideration of deferred action for childhood arrivals, or engaged in subsequent criminal activity following the submission of his or her request. Individuals for whom removal action is deferred under Deferred Action for Childhood Arrivals may, in the sole discretion of USCIS and DRS, be provided an opportunity to address derogatory information before deferred action is terminated and/or removal proceedings are initiated.

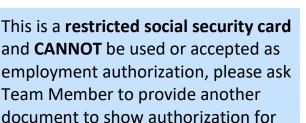
Please see the additional information on the back. You will be notified separately about any other cases you filed. IMMIGRATION & NATURALIZATION SERVICE

TEXAS SERVICE CENTER P O BOX 851488 - DEPT A MESQUITE TX 75185-1488

Customer Service Telephone: (800) 375-5283

Form I-797 (Rev. 01/31/05) N







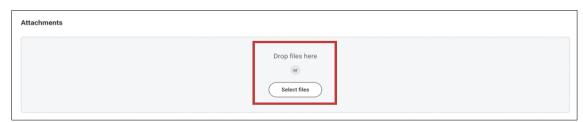
employment.

The I-797, is a Notice of Action and can only be accepted with an expired employment authorization document, such as an Employment Authorization Document/ Card or Permanent **Resident Card**



Document Examples





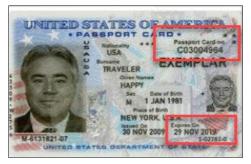
Most common attachments

U.S. Passport Book

FRONT and BACK Barcode
Issuing authority
The United States Department of State









U.S. Passport Card

FRONT and BACK
Issuing authority
The United States Department of State

Permanent Residence Card

FRONT and BACK
Issuing authority
The United States Citizenship and
Immigration Services (USCIS)









Employment Authorization Card

FRONT and BACK
Issuing authority
The United States Citizenship and
Immigration Services (USCIS)

