




FORM I-9 JOB AID

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
-  Data entry error by Team Member or Leader
-  Failure to scan and attach compliance documentation

Section 1: Employee Information and Citizenship Selection

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) Washington	First Name (Given Name) George	Middle Initial A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123 Star Spangled Way		Apt. Number 1	City or Town Westmoreland
State VA		ZIP Code 20002	
Date of Birth (mm/dd/yyyy) 02/02/1982	U.S. Social Security Number 123 - 45 - 6789	Employee's E-mail Address ewashington@email.com	Employee's Telephone Number 202-123-4567

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 "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: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

OR Code - Section 1
Do Not Write in This Space

Signature of Employee **George Washington** Today's Date (mm/dd/yyyy) **01/22/2017**

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.
(Fields below must be completed and signed when preparers and/or translators assist 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 **Abigail Adams** Today's Date (mm/dd/yyyy) **01/22/2017**

Last Name (Family Name) **Adams** First Name (Given Name) **Abigail**

Address (Street Number and Name) **123 American Way** City or Town **Weymouth** State **MA** ZIP Code **20001**

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

Approve

Send Back

Save for Later

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

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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.

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		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		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. 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		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. School ID card with a photograph		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. Voter's registration card		4. Native American tribal document
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 I-94 or Form I-94A 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 limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
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		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
		8. Native American tribal document		
		9. 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		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.
• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.				
• Form I-94 with "RE" notation or refugee stamp issued to a refugee.				

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

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

List A

Document Title 1

Document presented is a receipt

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

Document Title 2 (if any)

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

List B

Document Title 1

Document presented is a receipt

Document Number (if any)

Expiration Date (if any)

AND

List C

Document Title 1

Document presented is a receipt

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

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

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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 UNITED STATES OF AMERICA		
RECEIPT NUMBER IOE123000005000		CASE TYPE I821 /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
Notice of Deferred Action: This notice is to inform you regarding U.S. Citizenship and Immigration Services's (USCIS) decision on your Form I-821D, Consideration of Deferred 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, nor may 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 result in termination of your deferred action. This notice does not provide permission to travel outside of the United States. 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.gov . There is no fee for this change of address form. NOTICE: USCIS and the U.S. Department of Homeland Security (DHS) reserve the right to verify the information submitted in this request and/or supporting documentation to ensure conformity with applicable laws, rules, regulations, 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 DHS, 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



This is a **restricted social security card** and **CANNOT** be used or accepted as employment authorization, please ask Team Member to provide another document to show authorization for 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

FORM I-9 JOB AID

Document Examples



Don't forget to
upload **DHS**
and **List A**
Documents

Attachments

Drop files here

or

Select files

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)