

I-9 Guidance Information

THINGS TO REMEMBER

- A dummy social security number should not be used in section 1.
- A restricted social security card cannot be used as a List C document.
- Representative completing section 2 of the I-9 cannot specify which document(s) an employee may present.
- All documents must be physically examined in person with the employee present.
- Documents used to complete the I-9 must be original and unexpired.

Please note this is just a guide and not intended to replace any information provided by USCIS.

*Always refer to <https://www.uscis.gov/i-9> for official I-9 information.

You may contact a Data Services Representative should you need any additional assistance.

What Is An I-9 & Who Needs One?

The form I-9 is a document created by the United States Citizenship and Immigration Services (USCIS) sector of the Department of Homeland Security (DHS) used to verify the identity and employment authorization of individuals hired for employment in the United States after November 6, 1986.

Completing Section 1 – The Employee

Employee(s) must complete and sign section 1 no later than their first day of employment.

First name, last name, and middle initial needs to be entered grammatically correct. If no middle name may enter N/A.

Date of birth and SSN should be entered correctly. If an SSN has not been issued by Social Security Administration employee should select the option **“SSN Applied For.”**

Employee should make sure the correct citizenship status is selected. An employee that identifies as **“alien authorized to work”** should enter the expiration date from their work visa as the work until date.

Completing Section 2 – The Employer

Before starting Section 2, the authorized agent should review Section 1 to ensure the employee completed it properly. If there are any errors in Section 1, have the employee make the corrections, as necessary.

To complete Section 2 the authorized agent must physically examine documents presented by the employee within 3 business days of the employee’s first day of employment.

Agent will then enter the date of hire and make appropriate selection from List A or List B & List C per the employee’s documents.

Completing Section 2 For US Citizen

Employees should select 1st box under the attestation portion in Section 1 for US Citizen.

Representative completing Section 2 should make the appropriate selection from **List A or List B & C** per the employee’s documentation.

Completing Section 2 For “An Alien Authorized to Work”

Employees with H1B1/O-1/TN Visa Status

Employees should select 4th box under attestation in Section 1 and enter the information per their documentation.

Representative completing Section 2 can select option **Foreign Passport with I-94 or I-94A** from List A or an option from **List B and Employment Authorization Document Issued by DHS (LPR or AAW) from List C**. *Selection may vary contingent on the documents the employee has provided.

Enter the issuing authority, document number, and expiration date. **Expiration date for H1B1 is listed on the top of the final I-797C Notice of Action. Do not use the expiration date from the bottom half of the form.**

Employees with J1 Visa Status & DS-2019 Documentation

Employees should select 4th box under attestation in Section 1 and enter the information per their documentation.

Representative completing Section 2 can select option **Foreign Passport with I-94 or I-94A and DS-2019** from List A or an option from **List B and Employment Authorization Document Issued by DHS (LPR or AAW) from List C**. *Selection may vary contingent on the documents the employee has provided.

Enter the issuing authority, document number, and expiration date.

Employees with F1 Visa Status & I-20 Documentation

Employees should select 4th box under attestation in Section 1 and enter the information per their documentation.

Representative completing Section 2 can select option **Foreign Passport with I-94 or I-94A and I-20** from List A.

Enter the issuing authority, document number, and expiration date.

Employees with an Employment Authorization Card

Employees should select 4th box under attestation in Section 1 and enter the information per their documentation.

Representative completing Section 2 can select option **Form I-766 - Employment Authorization Document that Contains a Photograph** from List A.

Enter the issuing authority, document number, expiration date, alien number, category, and country.

Employees with a Permanent Resident Card

Employees should select 3rd box under attestation in Section 1 and enter the information per their documentation.

Representative completing Section 2 can select option **Form I-551- Permanent Resident Card or Alien Registration Receipt Card** from List A.

Enter the issuing authority, alien number, document number, and expiration date. *Document number for the Permanent Resident Card does not start with USA.

Completing Section 3 For Rehired US Citizen

Data Services will complete Section 3 if the employee is being rehired within three years of their last Section 1 and Section 2 being completed.

Completing Section 3 For Rehired “Alien Authorized to Work”

Data Services will complete Section 3 if the employee is being rehired within three years of their last Section 1 and Section 2 being completed.

Data Services will contact Representative if updated work authorization is needed.