



# Form I-9 and E-Verify Updates for CUPA-HR





# Disclaimer

*This presentation is intended for employers and their authorized representatives. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. This guidance may change. For up-to-date information, visit the [uscis.gov/i-9-central](https://uscis.gov/i-9-central) website.*

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# Agenda

- ✓ Background
- ✓ Form I-9 Reminders
- ✓ Form I-9 News
- ✓ Form I-9 Overview
- ✓ Form I-9 and E-Verify
- ✓ Resources

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

SCIS Form I-9  
1015-6047  
03/17/2012

U.S. Citizenship and Immigration Services

# Background



Federal laws require that every employer in the U.S. must verify your employee's identity and employment authorization by completing Form I-9, Employment Eligibility Verification:

- ✓ [Immigration Reform and Control Act \(IRCA\)](#)
- ✓ [Immigrant and Nationality Act \(INA\)](#)
- ✓ [Immigration Act of 1990](#)
- ✓ [Illegal Immigration Reform and Immigrant Responsibility Act \(IIRIRA\) of 1996](#)

# Form I-9 Reminders

## Employers:

- ✓ Ensure employees complete Section 1 by the first day of work for pay
- ✓ Do not use Form I-9 or E-Verify to prescreen employees
- ✓ Retain Form I-9 for all current employees (hired after November 6, 1986)
- ✓ Use Form I-9 revision date October 21, 2019,\* for new hires and reverifications (**Continue using this version after its expiration date of October 31, 2022, until further notice**)
- ✓ It is always the employee's choice which documents they would like to provide (from the list of acceptable documents) by the third business day after first day of work for pay.
- ✓ Complete Form I-9, Section 2 by third business day after first day of work for pay

\*Find current Form I-9 version at [Form I-9, Employment Eligibility Verification](#). Visit [I-9 Central What's New](#).

# Upcoming News



# Continue to Use Current Form I-9

- ✓ Employers should continue using the [Form I-9, Employment Eligibility Verification](#), after its expiration date of **October 31, 2022**, until further notice
- ✓ DHS will publish a Federal Register notice to announce the new version of the Form I-9 once it becomes available
- ✓ For the latest updates, visit [I-9 Central](#)



# COVID-19 Temporary Policy: Form I-9 Physical Document Review Flexibility

The Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE) announced flexibility in complying with physical document inspection requirements related to Form I-9, due to COVID-19. These provisions will expire **July 31, 2023**.

- ✓ Applies only to employers and workplaces that are **operating remotely**
- ✓ Remotely inspect Section 2 documents
- ✓ Electronically obtain and retain Section 2 documents
- ✓ Enter “Remote Inspection completed on MM/DD/YYYY” in the Section 2 Additional Information field
- ✓ Physical document review and certification required within 3 business days of resuming normal business operations or by **August 30, 2023**

## \*\* RELEVANT LINKS \*\*

[Temporary Policy for Document Review Flexibility](#)

[DHS ends Form I-9 Document Review Flexibility](#)



# Form I-9 Physical Document Review Flexibility: When to Conduct Physical Inspection

- ✓ In the presence of the employee, employers must physically inspect all documents previously inspected remotely:
  - Within 3 business days of resuming normal operations
- OR
- By **August 30, 2023**
- ✓ Write “COVID -19 - Documents physically examined on MM/DD/YYYY” as well as the initials of the person who performed the physical inspection in the Section 2 Additional Information field
- ✓ May designate an authorized representative to complete physical document inspection

Section 2. Employer or Authorized Representative Review and Verification <small>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee must physically examine one document from List A OR a combination of one document from List B and one document from Acceptable Documents.)</small>			
Employee info from Section 1	Last Name (Family Name)	First Name (Given Name)	M
List A Identity and Employment Authorization	OR	List B Identity	AND
Document Title	Document Title	Document	
Issuing Authority	Issuing Authority	Issuing A	
Document Number	Document Number	Document	
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration	
Document Title	Additional Information <i>Remote inspection completed 05/01/2021</i> <i>COVID-19 Documents physically examined 08/02/2023 (initials)</i>		
Issuing Authority			
Document Number			
Expiration Date (if any) (mm/dd/yyyy)			
Document Title			
Issuing Authority			
Document Number			
Expiration Date (if any) (mm/dd/yyyy)			

**\*\* RELEVANT LINK \*\***

[Form I-9 Completion Examples](#)

# Temporary Rule to Increase Automatic Extension Period for Employment for Eligible Renewal Applicants

To avoid gaps in employment for noncitizens with pending EAD renewal applications and stabilize the continuity of operations for U.S. employers, on May 4, 2022, the Department of Homeland Security published a [Temporary Final Rule](#) that increases the automatic extension period for employment authorization and Employment Authorization Documents (EAD, Form I-766) available to certain [EAD renewal applicants](#), to up to 540 days.

- ✔ An additional up to 360-day extension if their EAD is still covered under the 180-day automatic extension, for a total of up to 540 days past the “Card Expires” date of the current EAD; or
- ✔ An additional period and resumption of employment authorization and/or EAD validity if their 180 -day extension has lapsed, for up to 540 days past the “Card Expires” date of the current EAD.

## **\*\* RELEVANT LINKS \*\***


[USCIS News Release Regarding EAD Extension Periods](#)

[Section 4.4 \(EAD extensions\) of the M-274](#)

[EAD Automatic Extension Calculator](#)

# Completing Form I-9

## Form I-9



**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 "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: \_\_\_\_\_

QR Code - Section 1  
Do Not Write in This Space

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

**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 \_\_\_\_\_ 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

## Lists of Acceptable Documents

**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	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>



# Section 1: Employee Information and Attestation

EMPLOYEE completes no later than **first day of work for pay**

Social Security Number is required for E-Verify

Email address is optional for employee

- If provided, it MUST be entered in E-Verify

Attestation

Preparer or Translator

**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 "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: ?

QR Code - Section 1  
Do Not Write In This Space

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



# Section 2: Employer Certification of Document Review

-  EMPLOYER completes Section 2 no later than **3 business days** after the employee begins work for pay
-  The person that examines the **original, unexpired documents** in the presence of the employee **MUST** fill out, sign and date Section 2
-  Date fields
  - Today's date
  - First day of employment

**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) Washington	First Name (Given Name) George	M.I. A	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title U.S. Passport	Document Title N/A	Document Title N/A
Issuing Authority U.S. Department of State	Issuing Authority N/A	Issuing Authority N/A
Document Number	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A	<div style="border: 1px solid black; padding: 5px;">           Additional Information         </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           QR Code - Sections 2 &amp; 3 Do Not Write in This Space         </div>	
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		
Document Title N/A		
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		

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 completion in progress.

# Section 3: Reverification and Rehires

**Section 3** is completed by the **EMPLOYER**:

- Required when employee's employment authorization or documentation of employment authorization has expired
- May be completed when rehiring employees within three years of hire date
- May be completed to document a legal name change
- Enter the employee's full name, document title, number and expiration date; sign and date

<b>Section 3. Reverification and Rehires</b> <i>(To be completed and signed by employer or authorized representative.)</i>			
<b>A. New Name</b> <i>(if applicable)</i>			<b>B. Date of Rehire</b> <i>(if applicable)</i>
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i>
<b>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.</b>			
Document Title	Document Number	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i>	
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 <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative	

# Section 3: Reverification and Rehires Continued



## REVERIFY

- An Employment Authorization Document (Form I-766)
- Form I-94 with temporary I-551 stamp
- Unexpired foreign passport with temporary I-551 stamp
- *Expired* Permanent Resident Card presented with Form I-797

## DO NOT REVERIFY

- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Permanent Residents who present an unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- List B documents

# Retention

You must have a Form I-9 on file for ALL current employees.

Chart below indicates minimum retention timeframes for employees who have left the company.

Calculate how much longer you must keep an employee's Form I-9 once they stop working for you:

- ✔ If they worked for less than two years, retain their form for three years after the date of hire
- OR**
- ✔ If they worked for more than two years, retain their form for one more year after the date they stop working for you

EMPLOYEE:	John Smith
DATE OF HIRE:	November 1, 2021
EMPLOYMENT ENDED:	May 5, 2023
TENURE:	Less than 2 years
RETENTION:	3 years from DATE OF HIRE

**RETAIN UNTIL: NOVEMBER 1, 2024**

EMPLOYEE:	BETSY ROSS
DATE OF HIRE:	November 1, 2002
EMPLOYMENT ENDED:	May 5, 2023
TENURE:	More than 2 years
RETENTION:	1 year from END DATE

**RETAIN UNTIL: MAY 5, 2024**



# Storage

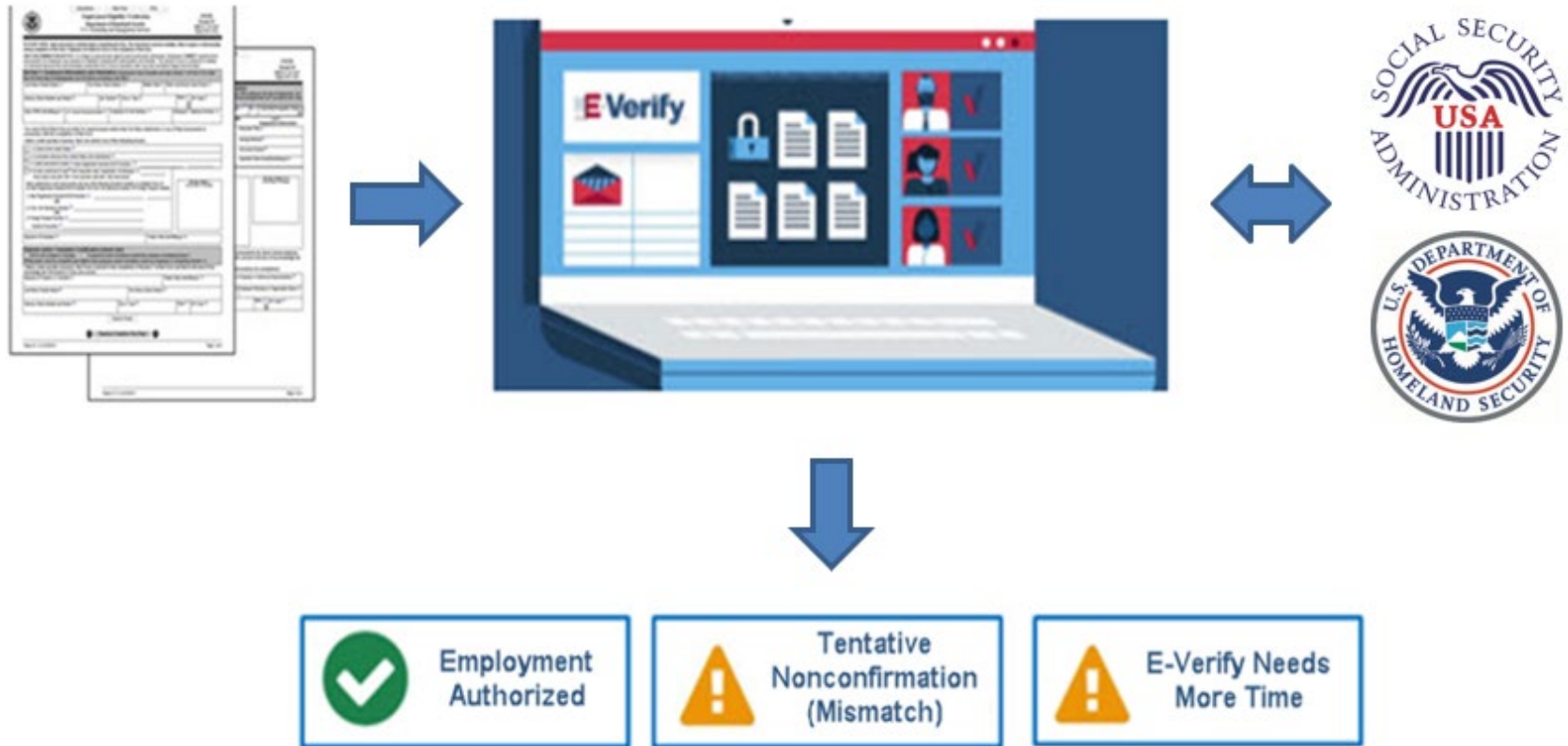
## How to store Form I-9:

- ✓ Store Form I-9s securely in a way that meets your business needs
  - On-site or at an off-site facility
  - Microfilm or Microfiche
  - Electronically
- ✓ Ensure that only authorized personnel have access to stored Forms I-9
- ✓ Store copies of documents with the Form I-9 or with the employee's records
- ✓ Forms I-9 must be available within 3 days of an official request for inspection

**\*\* RELEVANT LINK \*\***

**[Form I-9 Retention and Storage](#)**

# Form I-9 & E-Verify Work Together



# E-Verify Case Processing Biographic

## Verify Employee

Enter Form I-9 Information

Review Case

Case Results

### Employee Information and Attestation

**Last Name**   
Family name or surname

**First Name**   
Given name

**Middle Initial**

**Other Last Names Used**  
    
If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

**Date of Birth**

**U.S. Social Security Number**

# E-Verify Case Processing Biographic

## Verify Employee

Enter Form I-9 Information

Review Case

Case Results

### Employee Information and Attestation

**Last Name** ?  
Looney  
Family name or surname

**First Name**  
Tunes  
Given name

**Middle Initial**  
MI

**Other Last Names Used**  
Smith × Platt × Heart  
If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

**Date of Birth**  
01/31/1958

**U.S. Social Security Number**  
556-88-7741



# Employment Verification

To comply with the employment eligibility verification provisions **ALL** employers must:

- For employees hired after November 6, 1986:
  - Verify the **identity** documents
  - Verify the **employment authorization** documents
  - **Complete** and **retain** a Form I-9
- **Employers MUST refrain from discriminating** against individuals on the basis of actual or perceived national origin, citizenship or immigration status



# Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of [unlawful conduct](#):

- Citizenship or immigration status discrimination\*
- National origin discrimination\*
- Unfair documentary practices during Form I-9 process
- Retaliation

*\* Actual or perceived discrimination*


# Form I-9 Requirements

- ✓ As of May 1, 2020, you can only use [Form I-9, Employment Eligibility Verification](#), with the 10/21/2019 revision date for all new hires and reverifications. ***(Continue using this version after its expiration date of October 31, 2022, until further notice)***
- ✓ 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 an authorized representative, however, you will retain liability for any errors

Visit [I-9 Central Related News](#) for updates.

# Completing Form I-9

## Form I-9



**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.**

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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)		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 "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: \_\_\_\_\_

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

**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 \_\_\_\_\_ 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

## Lists of Acceptable Documents

**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	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>



# Section 1: Employee Information and Attestation

EMPLOYEE completes no later than **first day of work for pay**

Social Security Number is required for E-Verify

Email address is optional for employee

- If provided, it MUST be entered in E-Verify

Attestation

Preparer or Translator

**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 "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: ?

QR Code - Section 1  
Do Not Write In This Space

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

**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 ? 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

# Section 2: Employer Certification of Document Review

-  EMPLOYER completes Section 2 no later than **3 business days** after the employee begins work for pay
-  The person that examines the **original, unexpired documents** in the presence of the employee **MUST** fill out, sign and date Section 2
-  Date fields
  - Today's date
  - First day of employment

**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) Washington	First Name (Given Name) George	M.I. A	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title U.S. Passport	Document Title N/A	Document Title N/A
Issuing Authority U.S. Department of State	Issuing Authority N/A	Issuing Authority N/A
Document Number	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Additional Information</div> <div style="width: 35%; border: 1px solid black; padding: 5px; font-size: small;">           QR Code - Sections 2 &amp; 3 Do Not Write in This Space         </div> </div>	
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		
Document Title N/A		
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		

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		

Section 2 completion in progress.

# What is E-Verify?

- ✔ Free web-based service that's fast and easy to use
- ✔ Electronically verifies the employment eligibility of:
  - Newly hired employees
  - Existing employees assigned to work on a qualifying federal contract
- ✔ Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)



# Form I-9 & E-Verify Work Together



# E-Verify Case Processing

## Biographic

### Verify Employee

- Enter Form I-9 Information
- Review Case
- Case Results

### Enter Form I-9 Information

## Employee Information and Attestation

**Last Name**   
*Family name or surname*

**First Name**   
*Given name*

**Middle Initial**

**Other Last Names Used**  
    
*If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove*

**Date of Birth**

**U.S. Social Security Number**

# E-Verify Case Processing

## Attestation and Documents

### Citizenship Status

A citizen of the United States	A noncitizen national of the United States	<b>A lawful permanent resident</b>	An alien authorized to work
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## Employer or Authorized Representative Review and Verification

What document types are on Tunes Looney's Form I-9?

<b>List A Document</b>	List B & C Document
------------------------	---------------------

List A Document

Permanent Resident Card or Alien Registration Receipt Card (Form I-55) ▾

# E-Verify Case Processing

## First Day of Employment

### Additional Case Details

Select the Employee's First Day of Employment

**Today** 1 Day Ago 2 Days Ago

Employee's First Day of Employment [?](#)

10/04/2021

*Employees must be verified within three business days of their first day of employment.*

Visa Number

SEVIS ID Number

N1234567891

Employee ID (Optional)

*An optional, 40-character field that you may create to easily identify and locate your employee's E-Verify case.*

**Continue**

# E-Verify Case Processing

## Photo Match

**Verify Employee**

Enter Form I-9 Information

Review Case

Case Results

**Review Case**

### Photo Match

Does the photo displayed match the photo displayed on Test Test's U.S. Passport or Passport Card?

Yes, this photo matches

No, this photo does not match

No photo displayed

Continue to Case Results

Save & Exit

Allows you to match the photo on a document to the photo that DHS has on file for that employee, and is activated automatically if an employee has presented:

- I-551, (Permanent Resident Card)
- Form I-766, (Employment Authorization Document), or
- U.S. passport or passport card



# Tentative Nonconfirmation (Mismatch)

## Action Required

- ✓ Employers must notify the employee and complete the referral process within [10 federal government working days](#)
  - ✓ Employer prints the Further Action Notice and reviews it with the employee promptly and privately
  - ✓ Employee decides whether or not to take action to resolve the mismatch.
  - ✓ Employer refers case and provides the Referral Date Confirmation for employees who take action
- Employee visits SSA or calls DHS. See [E-Verify What's New](#) for mismatch extensions due to public office closures
- ✓ Employer receives updated results in E-Verify and closes the case

Employee Chooses to Take Action	Employee Chooses Not to Take Action
<b>Employer refers employee to appropriate agency</b>	<b>Employer may terminate employee and close the case in E-Verify</b>

# E-Verify NextGen – COMING SOON

NextGen is an exciting new product that modernizes and streamlines the Form I-9 and verification process for employees and employers.

Feature	Benefits for Employee	Benefits for Employer
<b>Will allow employees to enter their own personal information and documents</b>	More privacy and security for your personal information.	Improves efficiency and reduces data entry errors.
<b>Direct notification of employment status</b>	Immediate notification, in most cases, if further action is needed to determine employment eligibility, including next steps.	Eliminates the need, in most cases, for employers to deliver Further Action Notices to employees.
<b>Will carry verification status over to new employment</b>	Update and share your employment eligibility status with new employers.	Seamless integration with E-Verify, allowing you to manage all cases in one place.

[E-Verify NextGen Overview Video](#)

# Immigrant and Employee Rights (IER)



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

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

Department of Justice Civil Rights Division

[Immigrant and Employee Rights Section](#)

Employee hotline: 1-800-255-7688 (TDD: 1-800-616-5525)

Employer hotline: 1-800-255-8155 (TDD: 1-800-362-2735)

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

# E-Verify Engagement

Take advantage of our FREE Engagement services:

- ✔ Take additional [public webinars](#)
- ✔ [Request event speakers](#), customized webinars, or content for your publications
- ✔ [Seek approval for E-Verify® Logo Authorization](#)

You can use logos on websites, job announcements/ applications, or company broadcasts to further advertise your company's commitment to a legal workforce.



# Form I-9 Resources

## I-9 Central

[I-9 Central](#)

[Revised I-9 Table of Changes](#)

[I-9Central/Espanol \(Spanish\)](#)

[Form I-9 DACA Guidance](#)

[Updated Receipts Guidance](#)

[Form I-9 and E-Verify Natural](#)

[Disaster Fact Sheet](#)

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

[M-274 Summary of Changes](#)

[Mergers & Acquisitions](#)

Examples of documents:

[Acceptable Documents](#)

[Automatic Extensions](#)

[Combination Documents](#)

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

USCIS Response to Coronavirus (COVID-19)

An official website of the United States government [Here's how you know](#) ▼

Español [Multilingual Resources](#)

U.S. Citizenship and Immigration Services

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Sign In ▼

Topics Forms Newsroom Citizenship Green Card Laws Tools

Home > I-9 Central

## I-9 Central

I-9 Central

Form I-9 Related News

Temporary Policies Related to COVID-19 ▼

Complete & Correct Form I-9 ▼

Form I-9 Acceptable Documents ▼

Employee Rights and Resources ▼

Legal Requirements and Enforcement ▼

Federal law requires that every employer\* who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization.

\*NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" throughout I-9 Central.

### Latest Headlines

[FINAL REMINDER: DHS Ended COVID-19 Temporary Policy for Expired List B Identity Documents](#)  
July 22, 2022

# Customer Service Contact Center

E-Verify received the highest rating for customer service of all federal agencies in the American Customer Satisfaction Survey!

- ✓ 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)
- ✓ Form I-9 Email: [i-9Central@uscis.dhs.gov](mailto:i-9Central@uscis.dhs.gov)
- ✓ E-Verify Email: [E-Verify@uscis.dhs.gov](mailto:E-Verify@uscis.dhs.gov)
- ✓ Employer Hotline: (888) 464-4218
- ✓ Employee Hotline: (888) 897-7781





# THANK YOU!

