



Filling Out the I-9

The I-9 is a federally required document used to verify employment authorization and identity for all new employees. To correctly fill out an I-9, [USCIS](#) has specific rules that need to be followed.

SECTION 1: Employee Responsibility

Section 1 will be filled out by the New Hire on their first day, as the first order of business before any work is performed. They will fill out their name, personal information, check an applicable box for citizenship status, and sign and date the bottom.

NOTE: If a preparer and/or translator completes the form rather than the employee themselves, they would fill out the information in that section accordingly. Otherwise, leave blank.

SECTION 2: Employer Responsibility

- Enter the New Hire's personal information.
- Enter the information from the New Hire's provided identification document(s).
 - New Hires must present an unexpired document from List A **-OR-** an unexpired document each from List B **AND** C.
 - See page 2 for the Lists of Acceptable Documents.
 - **You must personally review these documents and match them to the New Hire.** This must be done in-person unless covered by a COVID-19 exception granted by the USCIS.
 - **You cannot dictate which documents a New Hire must present,** and you must accept any document(s) from the Lists of Acceptable Documents that reasonably appear to be genuine and match your New Hire.
- Enter the date of hire.
- Complete your information in the box at the bottom of the section.

SECTION 3: Only used for Reverification and Rehires

- Fill out Section A if your employee has a name change.
- Fill out Section B if your employee is rehired within 3 years of the date that Form I-9 was originally completed.
- Fill out Section C if your employee's employment authorization or documentation of employment authorization has expired.

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. 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 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. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		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
		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		
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				