University of La Verne
I-9 Compliance Training

February 2012
Why Employers Must Verify Employment Authorization and Identity of New Employees

- To comply with the law, effective Nov. 6, 1986, you must verify the identity and employment authorization of each person you hire, complete and retain a Form I-9 for each employee, and refrain from discriminating against individuals on the basis of national origin or citizenship.
Why Employers Must Verify Employment Authorization and Identity of New Employees

• Form I-9 helps employers to verify individuals who are authorized to work in the United States.

• You must complete Form I-9 each time you hire any person to perform labor or services in the United States in return for wages or other remuneration.

• Ensure that the employee fully completes Section 1 of Form I-9 at the time of hire — when the employee begins work.

• Review the employee’s document(s) and fully complete Section 2 of Form I-9 within 3 business days of the first day of work.

*If you hire a person for less than 3 business days, Sections 1 and 2 of Form I-9 must be fully completed when the employee begins work.*
Completing the I9 Form

Section 1

- Have the employee complete Section 1 when he or she begins to work by filling in the correct information and signing and dating the form. Ensure that the employee prints the information clearly.
- If the employee cannot complete Section 1 without assistance or if he or she needs Form I-9 translated, someone may assist him or her. The preparer or translator must read the form to the employee, assist him or her in completing Section 1, and have the employee sign or mark the form in the appropriate place. The preparer or translator must then complete the Preparer/Translator Certification block on Form I-9.
- You are responsible for reviewing and ensuring that your employee fully and properly completes Section 1.

NOTE: Providing a Social Security number on Form I-9 is voluntary for all employees. You may not ask an employee to provide a specific document with his or her Social Security number on it. To do so may constitute unlawful discrimination.
Completing the I9 Form

Figure 1

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

| Print Name: Last       | 1
|------------------------|---
| Doe                    | 1

| Print Name: First      | 2
|------------------------|---
| John                   | 2

| Print Name: Middle Initial | 3
|-----------------------------|---
| A                         | 3

| Print Name: Maiden Name   | 4
|---------------------------|---
|                           | 4

| Address (Street Name and Number) | 5
|----------------------------------|---
| 123 Main Street                 | 5

| City             | 6
|------------------|---
| Washington       | 6

| State            | 7
|------------------|---
| DC               | 7

| Zip Code         | 8
|------------------|---
| 20011            | 8

| Social Security # | 9
|-------------------|---
| 000-00-0000       | 9

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.

Employee's Signature: John Doe

Date (month/day/year): 02/20/2009

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer/Translator's Signature: Jane Doe

Address (Street Name and Number, City, State, Zip Code): 123 Main Street, Apt. 2, Washington, DC 20011

Date (month/day/year): 02/20/2009
Completing the I9 Form

Instructions for Completing Section 1: Employee Information and Verification (Figure 1)

1. Employee enters full name and maiden name, if applicable.
2. Employee enters current address and date of birth.
3. Employee enters his or her city, state, ZIP Code, and Social Security number. Entering the Social Security number is optional unless the employer verifies employment authorization through the USCIS E-Verify Program.
4. Employee reads warning and attests to his or her citizenship or immigration status.
5. Employee signs and dates the form.
6. If the employee uses a preparer or translator to fill out the form that person must certify that he or she assisted the employee by completing this signature block.
Completing the I9 Form

**Most Commons Errors on Section 1:**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>987 Main St.</td>
<td></td>
<td>12/1/1965</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am aware that the federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (see instructions)
- [ ] A lawful permanent resident (Alien #)
- [X] An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year) 12/15/94

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/1/65</td>
</tr>
</tbody>
</table>

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

<table>
<thead>
<tr>
<th>Preparer’s/Translator’s Signature</th>
<th>Print Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number, City, State, Zip Code)</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the I9 Form

Most Commons Errors on Section 1:

1. Employee name in wrong order
2. Address incomplete
3. Social Security Number Missing
   (If using SS for employment verification.)
4. Attestation not checked or incomplete
5. Signature missing
6. Date missing/Date of birth instead of current date
Completing the I9 Form

Section 2

• The employee must present to you an original document or documents that establish identity and employment authorization within 3 business days of the date employment begins.
• Some documents establish both identity and employment authorization (*List A).
• Other documents establish identity only (*List B) or employment authorization only (*List C).
• The employee can choose which document(s) he or she wants to present from the Lists of Acceptable Documents.
• Examine the original document(s) and fully complete Section 2.
Completing the I9 Form

Section 2 (cont.)

- You must examine one document from List A, or one from List B And one from List C.
- Record the title issuing authority, number, and expiration date (if any) of the document(s); fill in the date of hire and correct information in the certification block; and sign and date Form I9.
- You must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them. You may not specify which document(s) an employee must present.

(*List appears on the last page of Form I-9 and in Part Eight and in the Handbook for Employers[M-274]).
Completing the I9 Form

**Figure 2**

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title: EAD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority: DHS/USCIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: LIN1234567891</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 02/28/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certification:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on **02/20/2009**, and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Print Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>John Smith</td>
<td>Manager</td>
</tr>
</tbody>
</table>

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)

Burger Corp., 123 S. Main Street, Washington, DC 20011

Date (month/day/year): 02/23/2009
Instructions for completing Section 2: Employer Review and Verification (Figure 2)

1. Employer records document title(s), issuing authority, document number, and the expiration date from original documents supplied by employee.

   NOTE: You may use abbreviations for commonly used documents, e.g., DL for driver’s license and SS for Social Security.

2. Employer enters date employment began.

2. Employer attests to examining the documents provided by filling out the signature block.
LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

List A

Documents that Establish Both Identity and Employment Authorization

• U.S. Passport or U.S. Passport Card
• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
• Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
• Employment Authorization Document that contains a photograph (Form I-766)
• In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
• 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.
LISTS OF ACCEPTABLE DOCUMENTS

List B

Documents that Establish Identity

• 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
• 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
• School ID card with a photograph
• Voter's registration card
• U.S. Military card or draft record
• Military dependent's ID card
• 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:

• School record or report card
• Clinic, doctor, or hospital record
• Day-care or nursery school record
LISTS OF ACCEPTABLE DOCUMENTS

List C

Documents that Establish Employment Authorization

- Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
- Certification of Birth Abroad issued by the Department of State (Form DS-545).
- Certification of Report of Birth issued by the Department of State (Form DS-1350).
- Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (INS Form I-197).
- ID Card for Use of Resident Citizen in the United States (INS Form I-179).
Failing to comply with Form I-9 requirements

If you fail to properly complete, retain, and/or make available for inspection Forms I-9 as required by law, you may face civil money penalties in an amount of not less than $110 and not more than $1,100 for each violation.

In determining the amount of the penalty, DHS considers:

- The size of the business of the employer being charged;
- The good faith of the employer;
- The seriousness of the violation;
- Whether or not the individual was an unauthorized alien; and
- The history of previous violations of the employer.
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