



UPDATED EMPLOYMENT ELIGIBILITY VERIFICATION - I-9

August 2013

New I-9 Form 2013



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03-31-2016

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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 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		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):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy)
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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.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code



Employer Completes Next Page



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 examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: _____

Identify and Employment Authorization	OR	List B Identify	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode
Do Not Write in This Space

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		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town	State Zip Code

Section 2., Employer or Authorized Representative Name (Given Name)

Section 3. Reverification and Rehires (To be completed)

A. New Hire (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy)

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.		
Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):

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:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative
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Summary of Section 1 Changes to I-9 Form

- ***Implementation required by 5/7/13***
- Section 1 must be completed by the employee **on the first date of hire or earlier.** Section 2 is still within 3 business days of hire date
- Maiden Name is now called “Other Names Used.” Provide all other names used, if any and including your maiden name. **Write N/A** if you have no other legal names.
- The Social Security Number boxes are now formatted to fit 9 digits.

Summary of Section 1 Changes to I-9 Form

- Email address and telephone numbers are optional.
- The alien authorized to work checkbox section has been expanded. Employees can enter their Alien Registration Number (which only certain visa types have) OR their I-94 number.
- If the visa holder was provided his/her I-94 form upon arrival by U.S. Customs and Border Protection, he/she must list his/her passport data used to enter the country. If issued the I-94 while within the United States, he/she should write N/A in the passport fields (e.g., someone granted an extension).

Section 1 Changes



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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 Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	Social Security Number		E-mail Address		Telephone Number	

- 1 Maiden Name is now called “Other Names Used (if any)”. Per instructions, provide all other names used, if any (including maiden name). Write N/A if you’ve not had other legal names.
- 2 Social Security Number boxes are now formatted to fit 9 digits
- 3 Email Address is an optional field.
- 4 Telephone number is an optional field.

Alien Authorized to work checkbox changes

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):

- A citizen of the United States
- A noncitizen national of the United States *(See instructions)*
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____

1 An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2 Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

3-D Barcode
Do Not Write in This Space

- 1 The alien authorized to work checkbox section has been expanded- employees can enter their Alien Registration Number (which only certain visa types have) OR their I-94 number.
- 2 If the visa holder was provided his/her I-94 form upon arrival by U.S. Customs and Border Protection, he/she must list his/her passport data used to enter the country. If issued the I-94 while within the United States, he/she should write N/A in the passport fields (e.g. someone granted an extension).

Summary of Section 2 Changes to I-9 Form

- Includes words to make it clearer that an “Authorized Representative,” such as designated agent or notary, can act in an agent capacity in completing Section 2.
- Representative must enter the employee’s last and first name, and initial in text box. (This ensures the employee’s name appears on the 2nd page should it get separated from page 1.)
- Additional test boxes are provided to write list A documentation.

Section 2 Changes

Section 2. Employer or Authorized Representative Review and Verification		
<i>(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i>		
Employee Last Name, First Name and Middle Initial from Section 1		
List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):
Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):	3-D Barcodes Do Not Write in This Space	
Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):		
Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):		
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):		

- 1 Includes words to make it clearer that an “Authorized Representative,” such as designated agent or notary, can act in an agent capacity in completing Section 2.
- 2 Representative must enter the employee’s last name and first name, and initial each text box. (This ensures the employee’s name appears on the 2nd page should it get separated from page 1.)
- 3 Additional text boxes are provided to write list A documentation.
- 4 Enter the employee’s first day of employment.

I-9 EMPLOYMENT ELIGIBILITY

DO'S AND DON'TS



I-9 – DO'S

- Ask job applicants if they are authorized to work full time.
- Make photocopies of documents and attach the copies to the I-9 form for every employee or for new employees.
- Update the I-9 form if the original I-9 form reveals that the employment authorization of the employee was temporary.
- Notify every job applicant that he or she will be required to produce I-9 documents at the time of hire.
- Apply all procedures equally.

I-9 - DO NOT

- Specify which approved I-9 documents an employee must produce.
- Ask for documents to verify information in section 1
- Ask an employee for more than the required minimum number of approved documents.
- Ask that a foreign national produce immigration documents if the foreign national produces the required minimum documents, such as Social Security card and driver's license.
- Do not include a question on an employment application that asks if a job applicant is a U.S. citizen or permanent resident alien.
- Ask a job applicant if he or she is authorized to work permanently (certain of the classes protected against national origin and citizenship discrimination do not have permanent work authorization, such as refugees, asylees and conditional residents).
- Review a prospective employee's documents or complete the I-9 Form before a hiring decision is made (the documents may reveal information that may lead to a discrimination charge if the person is not hired).

I-9 Reminders

- Make sure employee signed the form-Section 1.
- Make sure the form is complete and accurate including List A **OR** List B & C, **NOT BOTH!**
- If the employee does not have the appropriate work authorization documents, she/he may not work.