

I-9 Quick Completion Guide

What, Who, When

- **What:** Federal form to verify identity and work authorization in the United States.
- **Who:** Employee completes Section 1. Supervisor or authorized representative completes Section 2.
- **When:**
 - Section 1 completed no later than the employee's first day of work.
 - Section 2 completed by the end of the third business day after the first day of work.

Section 1 Checklist – Employee Fills Out

- Complete all fields in Section 1 with legal name and current address.
- Choose your attestation of citizenship or immigration status.
- Sign and date Section 1 on or before your first day of work.

Section 2 Checklist – Supervisor/Authorized Representative Fills Out

- Meet the employee in person with original documents (cannot be done virtually).
- Review one of the following:
 - One List A document
Examples: U.S. passport or Permanent Resident Card, unexpired.
 - Or one List B document AND one List C document
Example: Driver's license or state ID plus Social Security card
- Record exactly what you reviewed:
 - Document title, issuing authority, document number, expiration date if any.
- Enter the employee's first day of employment.
- Enter your name, title, company name and address.
- Sign and date the certification in Section 2.
- Make legible copies of the documents you reviewed.

What to Send to HR

- Digital copies of completed I-9 form, sections 1 & 2.
- Copies of the documents you reviewed for section 2.
- After sending to HR, shred all paper copies.

Common Errors to Avoid

- Missing signatures. Section 1 needs the employee's signature. Section 2 needs the supervisor's signature.
- Wrong start date. Use the employee's actual first day of paid work.
- Expired documents. Do not accept expired IDs.
- Photocopies presented by the employee. Originals must be examined in person.
- Illegible copies to HR. Make sure numbers and expiration dates are clear.

Links

- [I-9 Form](#)
- [Full Instructions on Document Completion by USCIS](#)