

Your I-9 Roadmap

Employee Completes Section 1

No later than 1st day of work for pay. List of Acceptable Documents & Instructions available to employee.

Employer Reviews and Verifies Section 2

No later than 3rd business day after 1st day of work for pay.

Employer Reviews Section 1

- Employee's full name (order), address, DOB (m/d/y)
- Status box checked (one)
- *If Non-Citizen:* Additional information entered
- Employee's signature and date
- *If E-verify:* SSN
- *If "Alien Authorized to Work":* Expiration Date, as applicable; Numbers (Alien Registration #, I-94 #, Passport/ Country)

Employer Records In Section 2

- Employee Name & Citizenship Status

Examine Documents List A OR List B & C and Record required information in Section 2

- Document title
- Issuing Authority
- Document #
- Expiration Date (if any)
- *If E-Verify List B:* Must have photo and keep copy

Employer Completes Certification Fields

- Employee's Date of Hire
- Employer's representative name and title
- Organization's name & full address
- Signature and date

TIPS:

- Keep I-9 file separate from personnel file.
- Always check and use the latest version of the Form I-9 available at www.uscis.gov/I-9.
- Enter N/A if the information is not applicable
- Use Sec. 3 to reverify workers with expiring work authorization or for rehires, if applicable.
- Use the same Form I-9 process for all new hires.
- The retention period is 3 years from hire date or 1 year after termination date, whichever is longer.



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LAWYERS FOR ENTERPRISE

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