

# Quick Guide: I-9 for a New Hire

## Employee Completes Section 1

No later than 1<sup>st</sup> day of work for pay  
Employee provides documents no later than 3<sup>rd</sup> business day

## Employer Reviews Sec. 1 & Completes Sec. 2

No later than 3<sup>rd</sup> business day after 1<sup>st</sup> day of work for pay

### Employer Reviews Section 1

- Employee's full name (order), address, DOB (mm/dd/yyyy)
- Status box checked (one)
- *If Non-Citizen:* Additional information entered
- Employee's signature and date
- Preparer/translator certification
- *If E-verify:* SSN
- *If Alien Authorized to Work:* Expiration Date, as applicable; and Alien Registration #, I-94 #, Foreign Passport/ Country)

### Employer Records Info in Section 2

- Enter 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 Certifies Section 2

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

#### TIPS:

- Keep I-9 file separate from personnel file
- Always use the latest version of the Form I-9
- Enter N/A if the information is not applicable
- Use Sec. 3 to reverify those with expiring work authorization
- Use the same I-9 process for all new hires
- Retention: 3 yrs after hire date or 1 yr after termination date



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