

# Instructions for 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

Read all instructions carefully before completing this form.

**Anti-Discrimination Notice.** It is illegal to discriminate against any work-authorized individual in hiring, discharge,

[REDACTED]

that includes the individual's citizenship status, immigration status, or national origin. Employers CANNOT specify which

Request for Question 1 under category of answers to their citizenship/immigration status for checking

[REDACTED]

one of the following four boxes provided on the form:

1. **A citizen of the United States**
2. **A noncitizen national of the United States:** Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration

[REDACTED]

## Section 2. Employer or Authorized Representative Review and Verification

[Redacted content]

not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment within 2 business days of the employee's first day of employment. For example, if an employee begins

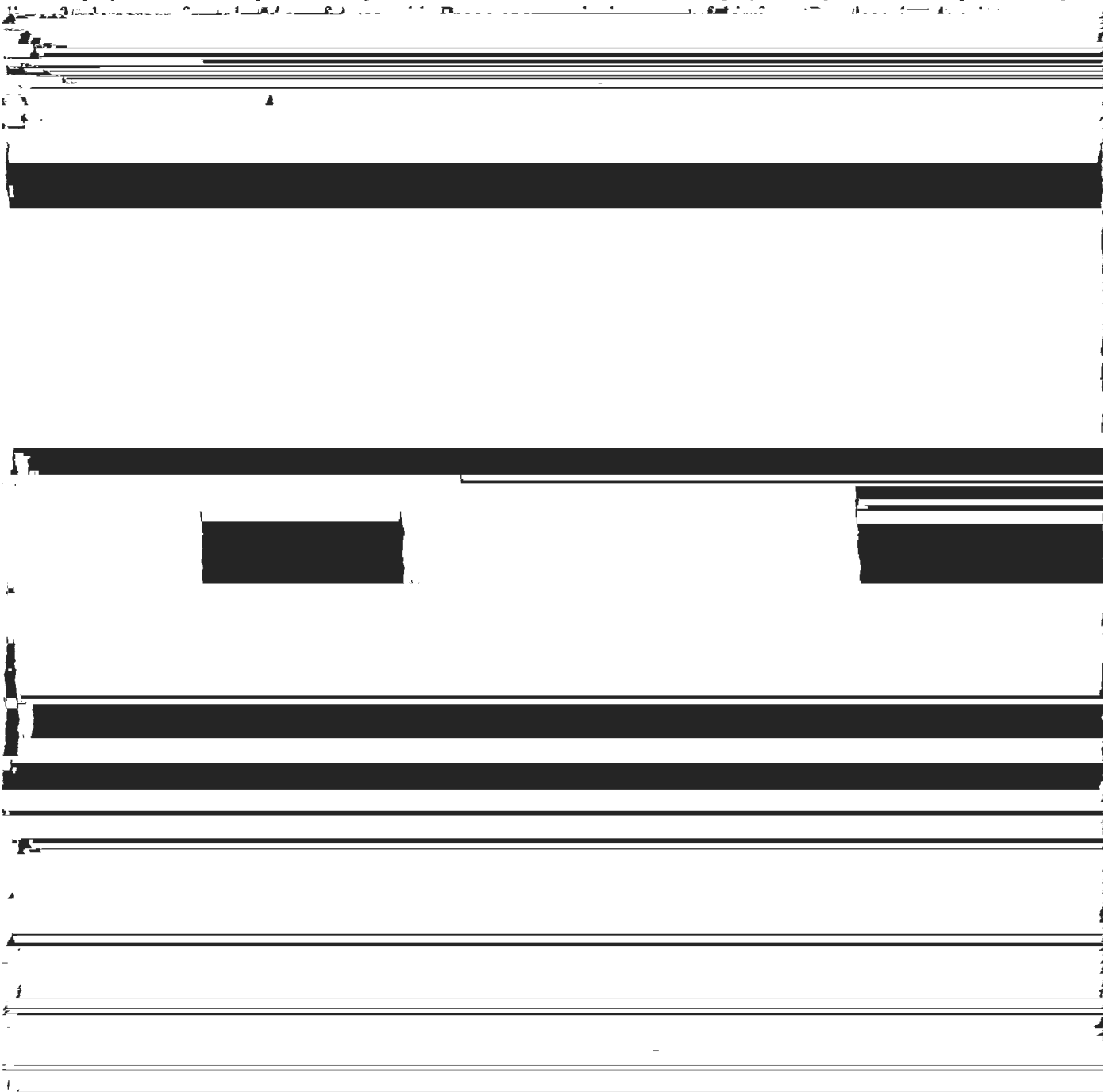
[Redacted content]

**Unexpired Documents**

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central for examples.

**Receipts**

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in



has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose

the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to

You can also obtain information about Form I-9 from the USCIS Web site at  
USCIS at

by e-mailing  
or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

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**▶ 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

[Redacted content]

*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 "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.)

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
ng		Document Title:		Document Title
Document Number:		Issuing Authority:		Issuing Authority:
Expiration Date (if any)(mm/dd/yyyy):		Document Number:		Document Number:
Document Title:		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
ng				
Document Number:				
Document Title:				<b>3-D Barcode</b> <b>Do Not Write in This Space</b>
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



