



**Employment Eligibility Verification**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ 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) Doe		First Name (Given Name) John		Middle Initial Quincy	Other Last Names Used (if any) Other Last Names Used,	
Address (Street Number and Name) 123 Main St.		Apt. Number Apt. 1	City or Town Anytown		State NY	ZIP Code 12345
Date of Birth (mm/dd/yyyy) 01/01/0001	U.S. Social Security Number Social Security		Employee's E-mail Address personal@email.com		Employee's Telephone Number 123-456-7890	

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 boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States	<div>QR Code - Section 1 Do Not Write In This Space</div>
<input type="checkbox"/> 2. A noncitizen national of the United States ( <i>See instructions</i> )	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): *Alien	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): ** Some aliens may write "N/A" in the expiration date field. ( <i>See instructions</i> )  <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>  1. Alien Registration Number/USCIS Number: 1. Alien Registration OR 2. Form I-94 Admission Number: 2. Form I-94 Admission OR 3. Foreign Passport Number: 3a. Foreign Passport Number Country of Issuance: 3b. Country of Issuance	

Signature of Employee John Doe	Today's Date (mm/dd/yyyy) 01/01/0001
-----------------------------------	---

**Preparer and/or Translator Certification (check one):**

☒ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator John Doe		Today's Date (mm/dd/yyyy) 01/01/0001	
Last Name (Family Name) Last Name		First Name (Given Name) First Name	
Address (Street Number and Name) Address (Street Number and Name)		City or Town City or Town	State Stat
		ZIP Code ZIP Code	



Employer Completes Next Page





**Employment Eligibility Verification**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

**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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Doe	First Name (Given Name) John	M.I. Qu	Citizenship/Immigration Status 1. A citizen of
-------------------------------------	--------------------------------	---------------------------------	------------	---

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title 1. Document Title		Document Title Document Title		Document Title Document Title
Issuing Authority 1. Issuing Authority		Issuing Authority Issuing Authority		Issuing Authority Issuing Authority
Document Number 1. Document Number		Document Number Document Number		Document Number Document Number
Expiration Date (if any)(mm/dd/yyyy) 01/01/0001		Expiration Date (if any)(mm/dd/yyyy) 01/01/0001		Expiration Date (if any)(mm/dd/yyyy) 01/01/0001
Document Title 2. Document Title		<div>Additional Information</div>		<div>QR Code - Sections 2 &amp; 3 Do Not Write In This Space</div>
Issuing Authority 2. Issuing Authority				
Document Number 2. Document Number				
Expiration Date (if any)(mm/dd/yyyy) 01/01/0001				
Document Title 3. Document Title				
Issuing Authority 3. Issuing Authority				
Document Number 3. Document Number				
Expiration Date (if any)(mm/dd/yyyy) 01/01/0001				

**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): 01/01/0001 (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>John Doe</i>	Today's Date (mm/dd/yyyy) 01/01/0001	Title of Employer or Authorized Representative Title of Employer or	
Last Name of Employer or Authorized Representative Last Name of Employer or	First Name of Employer or Authorized Representative First Name of Employer or	Employer's Business or Organization Name Employer's Business or	
Employer's Business or Organization Address (Street Number and Name) Employer's Business or Organization		City or Town City or Town	State Stat
		ZIP Code ZIP Code	

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) New Last Name (if	First Name (Given Name) New First Name (if	Middle Initial New	Date (mm/dd/yyyy) 01/01/0001

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title Document Title	Document Number Document Number	Expiration Date (if any) (mm/dd/yyyy) 01/01/0001
----------------------------------	------------------------------------	---

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 <i>John Doe</i>	Today's Date (mm/dd/yyyy) 01/01/0001	Name of Employer or Authorized Representative Name of Employer or Authorized
---	---	---

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b> <b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**