

FORM I-9 CHECKLIST

TO REDUCE YOUR LIABILITY AND SAVE YOU TIME

Employee Completes Section 1

No later than 1st day of work for pay – or before as long as there has been an offer and acceptance

List of Acceptable Documents (LOAD) & Instructions available for employee

Employer Reviews & 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 (MM/DD/YYYY)
- *If E-Verify employer:* SSN required
- Status box checked (one)
- *If Permanent Resident or Noncitizen:* Additional information required
- *For Noncitizen:* must enter authorized to work until (if applicable) and provide additional data such as passport information
- Employee's signature and date (MM/DD/YYYY) attesting to information provided

Employer Records in Section 2

- Examine Documents from List A **OR** List B **AND** C and record required information in Section 2
- Record, as applicable:
 - Document Title
 - Issuing Authority
 - Document #
 - Expiration Date (if any)
- *If E-Verify Employer List B:* Must have photo and keep copy
- Check box if using alternate procedure

Employer Completes Certification Fields

- First Day of Employment (MM/DD/YYYY)
- Employer's representative Name, Title, Signature and Date attesting to the examination of the documents, that appear genuine and relate to the employee and to the best knowledge employee authorized to work
- Employer's name and full address

Best Practices:

- Use the most recent Form I-9, LOAD and instructions
- Do not tell employee which documents to provide
- Comply with the timing requirements One and Three day rule
- E-Verify employer must retain copies of certain documents
- Document reverification(s) and rehire in the Supplements
- Have tickler system for purging I-9s based on retention rule (3yrs after date of hire or 1yr after termination date, whichever is later)
- Conduct regular training and annual I-9 audits by external qualified attorney

Reverification or Rehire complete Supplement B


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LAWYERS FOR ENTERPRISESM

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