

I-9 Review

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Definition

Form I-9 must be filled out for every employee hired in the United States, so that the employer can verify his or her identity and employment eligibility.

Current Version

08/07/2009

www.uscis.gov/i-9 (for current and any subsequent versions)

Acceptable Documents

The second page of Form I-9 provides a list of acceptable documents. Employers may accept one document from List A —OR— one document from List B AND one document from List C. Employers may not dictate to employees which specific documents to present.

General Guidelines

- Section 1 must be filled out on the day employment begins or after an offer of employment has been made (not at the time of application for employment);
- The translator certification must be filled out in the event a person translates for the employee;
- The Spanish Form I-9 is *only* for use in Puerto Rico. It may be used for translation purposes, but not filled out;
- Section 2 must be filled out correctly and completely under the appropriate columns (use the second page of Form I-9 for reference);
- Section 2 must be filled out within three days of when employment begins, utilizing the “Thursday Rule” (see article, “When Does 3 Days Start for Completing I-9?” on July 30, 2010);
- Section 3 must be filled out upon re-verification of (for example) an employment authorization document and/or permanent resident card, if the previous document needed to be re-verified, due to expiration.