

I - 9 C H E C K L I S T

Revised 08/04/14

I - 9 Form now allows data entry

Section 1 - Employee Information and Attestation

- New employee completes Section 1 three working days prior to start date and after job offer, but no later than the 1st day of employment.
- Legal Name in correct order
 - If two last names (family names), include both. If the person hyphenates his or her last names, include the hyphen (-) between the names
 - If two first names (given names), include both. If the person hyphenates his or her first names, include the hyphen (-) between the names
 - Includes the middle initial if applicable
 - Other Names Used: Ex. Maiden, if none enter "NA"
- Address (No P.O. Box allowed)
- Date of Birth: (mm/dd/yyyy) (***If VR client, does DOB match QE2***)
- Social Security Number (***If VR client, does SSN match QE2***)
- Email address and Telephone Number (*Optional*)
- Citizenship Attestation:
 - If a Lawful Permanent Resident
 - 8 or 9 digit Alien Registration Number/USCIS Number (*no A*)
 - If an Alien Authorized to Work
 - Date Work Authorization Expires (I-766) (*If no date enter "N/A"*)
 - Alien Registration/USCIS Number (*no A*) or 11 digit I-94 number
 - Customs and Border Protection (CBP)
 - Foreign Passport Number or "N/A" (*See instructions*)
 - Country of Issuance or "N/A" (*See instructions*)
- Signed and Dated by New Employee.

Section 2 - Employer or Authorized Representative Review and Verification

- Document(s) had employee's signature
- No copies of document were used, made or retained unless the individual presented a U.S. Passport, Passport Card, Permanent Resident Card (I-551) or Employment Authorization Document (I-766). Copy required by personnel to complete E-Verify photo matching.
- Presented documents are on the Lists of Acceptable Documents
- List A used (Only one document needed), ^{or}
- List B used (Identity document) and List C (Employment Authorization document)
- Recorded

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| Document title | Issuing authority |
| Document numbers | Expiration date (if any) (mm/dd/yyyy) |
- Employee's first day of employment) (mm/dd/yyyy)
- Employer's Date of Certification (mm/dd/yyyy)
- Completed no later than 4th working day following the start date
- Shred I - 9 and any document copies needed once NDE HR acknowledges receipt.

Section 3 - Reverification and Rehires

- Employment authorizations (I-766) with expiration dates must be re-verified on or before the expiration date.