



# HOW TO Complete the Form I-9

## Overview

The Form I-9 is a legal form that verifies your identity and employment status so that you can be legally hired to work. Both you and your Participant/Designated Representative (Managing Employer) are required to complete separate parts on this form.

The steps in this process are as follows:

Complete **Section 1** of your Form I-9 electronically through DocuSign.

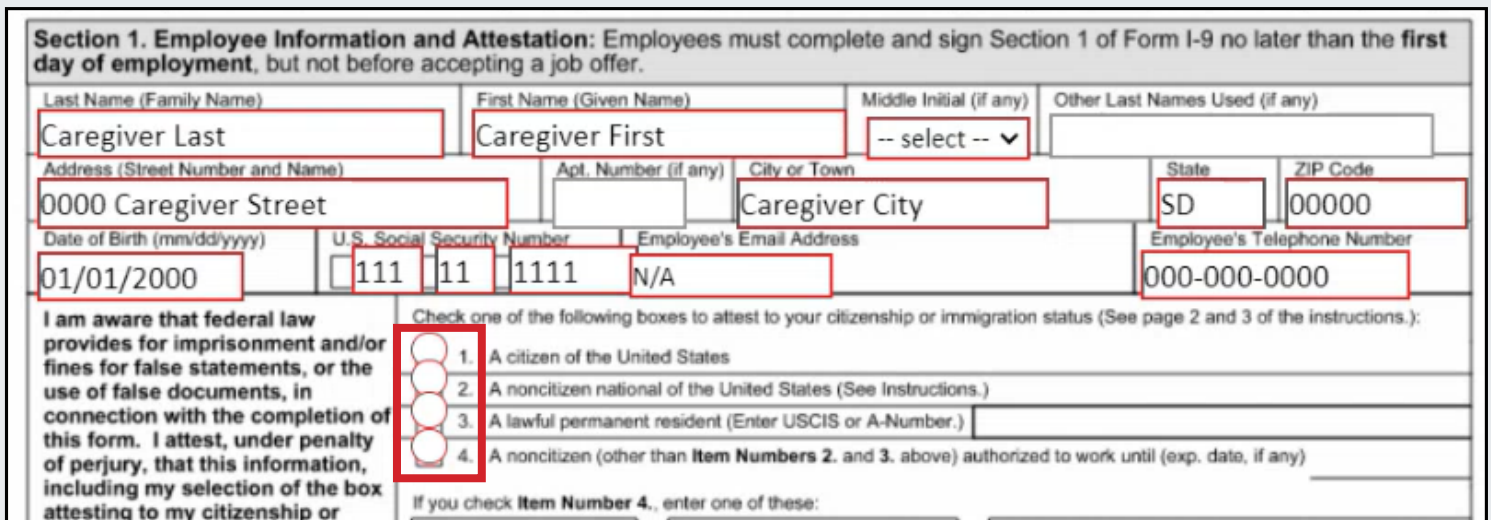
Your Participant/Designated Representative will complete **Section 2** of your Form I-9 electronically through DocuSign.

- The List of [Acceptable Documents](#) in this guide will help you determine which forms of identification can be used for verification.

## Section 1 of Form I-9

**TIP:** Hovering your mouse over a field will display help text. To go to the next field, press the tab key or select **Next**.

1. Make sure your name and date of birth are correct and your address is current on the form. (Fig. 01)  
Make any corrections directly on the form.  
Complete **Other Last Name** field, if it applies.
2. Choose your citizenship or immigration status. Select the circle next to the option that applies to you. (Fig. 01)  
If option 3 or 4 is chosen, please provide additional required information.



**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) Caregiver Last		First Name (Given Name) Caregiver First		Middle Initial (if any) -- select --	Other Last Names Used (if any)	
Address (Street Number and Name) 0000 Caregiver Street			Apt. Number (if any)	City or Town Caregiver City		State SD
ZIP Code 00000		Date of Birth (mm/dd/yyyy) 01/01/2000	U.S. Social Security Number 111 11 1111	Employee's Email Address N/A	Employee's Telephone Number 000-000-0000	

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

<input checked="" type="radio"/>	1. A citizen of the United States
<input type="radio"/>	2. A noncitizen national of the United States (See Instructions.)
<input type="radio"/>	3. A lawful permanent resident (Enter USCIS or A-Number.)
<input type="radio"/>	4. A noncitizen (other than <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

Fig. 01

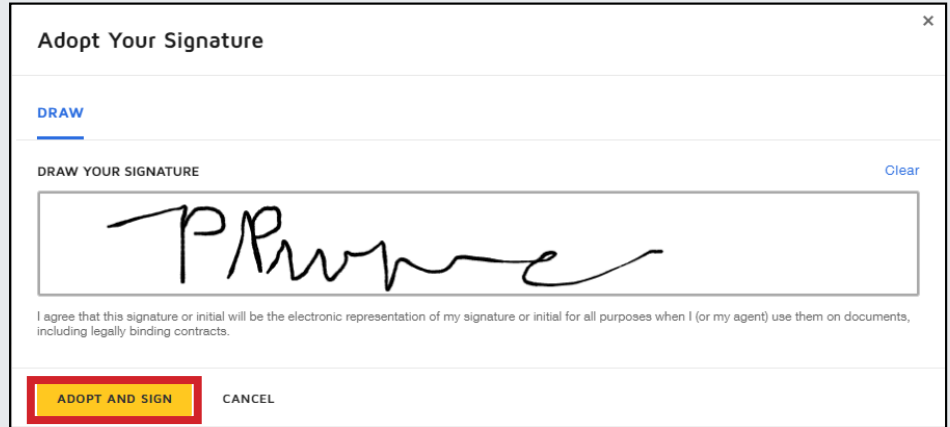
## Signing Section 1 of the Form I-9

3. Select the **Sign** icon. (Fig. 02)
4. Sign your name in the Preview area. (Fig. 03)
  - Sign using your finger or a stylus if your device has a touch screen.
  - Use your mouse or an electronic signature pad if you do not have a touch screen.
5. Select **Adopt and Sign**. (Fig. 03)

Fig. 02



Fig. 03



## Using a Preparer and/or Translator

If a preparer/translator assisted you in completing Section 1 of your Form I-9, select the box to insert a check mark. (Fig. 04) The preparer/translator will be able to enter their information and sign.

<b>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.</b>			
<input type="checkbox"/> <input type="checkbox"/> Check if you used a Preparer or			
Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)		Middle Initial (if any)
Address (Street Number and Name)	City or Town	State	ZIP Code

Fig. 04

# as a Participant/Designated Rep

**Section 2** must be completed by someone over 18. This person can be your Participant/Designated Representative. Please share the following instructions with them so that the Participant/Designated Representative can verify your documents. You must provide documentation to show your identity and authorization to work.

In order for a Participant/Designated Representative to complete Section 2 of the Form I-9, **you must present physical documentation in person.**

- Documents cannot be copied, scanned, or sent digitally. The Participant/Designated Representative must examine these documents with you there.

You should present one document to the Participant/Designated Representative selected from:

- List A or
- Combination of one document selected from List B and one document from List C.

## Form I-9 Acceptable Documents

Employees must provide documentation to their employers to show their identity and authorization to work.




Documents that Establish Both Identity and Employment Authorization

or



Documents that Establish Identity

+



Documents that Establish Employment Authorization

Please review the section of this guide on [Acceptable Documents](#) for more information about which documents can be used.

You are not required to be a document expert:

- Physically examine each original document from the Employee to determine if the document reasonably appears to be genuine and relates to the person presenting it.
- Accept documents that reasonably appear to be genuine and relate to the person presenting them.
- Reject any document that doesn't appear genuine or relate to the person presenting it. Ask for other documents that satisfy the requirements of Form I-9.
- Enter the document title, issuing authority, document number, and expiration date (if any) from the original documents the employee presented.
- The same person who examined the employee's documents must also complete the fields in the certification block, then sign and date Section 2 of the Form I-9.

## Section 2 of Form I-9

### Review Section 1 of Form I-9

1. Verify that your Employee's information is accurate.

### Complete Section 2 of Form I-9

2. Have your Employee show you their **original** List A or List B and C documents.  
Make sure that the provided documents are on the List of [Acceptable Documents](#) within this guide.
3. Examine your Employee's documents to determine if they are genuine.
4. Enter your Employee's documents in Section 2 of Form I-9.
  - Select the circle next to List A if the IP presents a List A document. (Fig. 05)
  - Select the circle next to List B if the IP presents a List B and List C document. (Fig. 05)

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physical documentation in the Additional Information box; see Instructions.			
Required - 2.A or 2.B & C - 2.B & C		Alternative procedure Enter any additional	
Select either List A or List B & List C:	<input type="radio"/> List A	OR	<input checked="" type="radio"/> List B AND List C
Document Title 1			
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 2 (if any)	Additional Information		
Issuing Authority			
Document Number (if any)			

Fig. 05

5. Enter the name of the Employee's document. (Fig. 06)
6. In the Issuing Authority field, enter the name of the entity that issued the document. (Fig. 06)
  - Check the List of [Acceptable Documents](#) within this guide.
7. Enter the Document Number if the document has one. Put N/A if the document does not have a number.
8. Enter the document's Expiration Date. (Fig. 06)
  - Expired documents cannot be accepted.
  - Enter N/A if a document does not have an expiration date. (Fig. 07)

List B Identity
Document Title
U.S. Driver's License
Issuing Authority
State of South Dakota
Document Number
123456789101112
Expiration Date (if any) (mm/dd/yyyy)
9/1/2070

Fig. 06

**IMPORTANT:** A Social Security card is **NOT** acceptable if it has the following written on it:

- "Not valid for employment."
- "Valid for work only with INS authorization."

List C Employment Authorization
Document Title
Social Security card
Issuing Authority
Social Security Administration
Document Number
123456789
Expiration Date (if any) (mm/dd/yyyy)
N/A

Fig. 07

## Sign Form I-9.

1. Select the **Sign** icon. (Fig. 08)
2. Sign your name in the Preview area. (Fig. 09)
  - Sign using your finger or a stylus if your device has a touch screen.
  - Use your mouse or an electronic signature pad if you do not have a touch screen.
3. Select **Adopt and Sign**. (Fig. 09)



Fig. 08

**Adopt Your Signature**

**DRAW**

DRAW YOUR SIGNATURE Clear

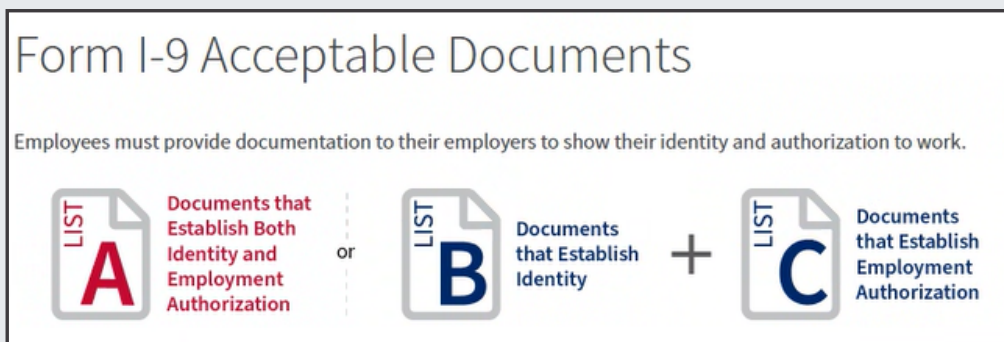
I agree that this signature or initial will be the electronic representation of my signature or initial for all purposes when I (or my agent) use them on documents, including legally binding contracts.

**ADOPT AND SIGN** CANCEL

Fig. 09

# Acceptable Documents & Issuing Authorities

The Employee must provide documentation to show their identity and authorization to work. The Participant/Designated Representative must examine these documents in the physical presence of the Employee presenting them. The Participant/Designated Representative will examine one document selected from List A or a combination of one document selected from List B and one document selected from List C. For more information, visit <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.



You are not required to be a document expert:

- Physically examine each original document from the IP to determine if the document reasonably appears to be genuine and relates to the person presenting it.
- Accept documents that reasonably appear to be genuine and relate to the person presenting them.
- Reject any document that doesn't appear genuine or relate to the person presenting it. Ask for other documents that satisfy the requirements of Form I-9.
- Enter the document title, issuing authority, document number, and expiration date (if any) from the original documents the employee presented.
- The same person who examined the employee's documents must also complete the fields in the certification block, then sign and date Section 2 of the Form I-9.

# LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

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

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

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<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 an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <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 individual's status or parole 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>	OR	<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 style="text-align: center;"><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>	AND	<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               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

# Some Questions You May Have About Form I-9

You can find more Form I-9 information at [uscis.gov/i-9-central](https://uscis.gov/i-9-central).

## 1. Do citizens and noncitizen nationals of the United States need to complete Form I-9?

Yes. While citizens and noncitizen nationals of the United States are automatically eligible for employment, they too must present the required documents and complete Form I-9, Employment Eligibility Verification. U.S. citizens include persons born in the United States, Puerto Rico, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. U.S. noncitizen nationals are persons who owe permanent allegiance to the United States, which include those born in American Samoa, including Swains Island. Citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI) are not noncitizen nationals, however they are eligible to work in the United States.

## 2. Can I ask an employee to show a specific document when completing Form I-9?

No. The employee may choose which document(s) they present from the Lists of Acceptable Documents. You must accept any document (from List A) or combination of documents (one from List B and one from List C) listed on Form I-9 and found in Section 12.0 that reasonably appear to be genuine and to relate to the person presenting them. To do otherwise could be an unfair immigration-related employment practice that violates the anti-discrimination provision in the INA. You must not treat individuals who look and/or sound foreign differently in the recruiting, hiring, or verification process.

For more information about discrimination during the Form I-9 process, contact IER's employer hotline at 800-255-8155 (TTY for the deaf or hard of hearing: 800-237-2515) or visit their website at [justice.gov/ier](https://justice.gov/ier).

## 3. What is my responsibility concerning the authenticity of document(s) an employee presents to me?

You must physically examine the original document(s), and if they reasonably appear to be genuine and to relate to the person presenting them, you must accept them. To do otherwise could be an unfair immigration-related employment practice. If the document(s) do not reasonably appear to be genuine or to relate to the person presenting them, you must not accept them.

However, you must provide the employee with an opportunity to present other documents from the Lists of Acceptable Documents.

## 4. May I accept a copy of a document from an employee?

No. Employees must present original documents. The only exception is that an employee may present a certified copy of a birth certificate.

## 5. When can employees present receipts for documents in place of actual documents from the Lists of Acceptable Documents?

The "receipt rule" is designed to cover situations in which an employee is authorized to work at the time of initial hire or reverification, but does not have the actual document listed on the Lists of Acceptable Documents. You cannot accept a receipt showing the employee has applied for an initial grant of employment authorization. See Section 4.3, Acceptable Receipts, for more information.

## 6. My new employee presented two documents to complete Form I-9, each containing a different last name. One document matches the name she entered in Section 1. The employee explained that she had just gotten married and changed her last name, but had not yet changed the name on the other document. Can I accept the document with the different name?

You may accept a document with a different name than the name entered in Section 1 as long as the document reasonably relates to the employee. You also may attach a brief memo to the employee's Form I-9 stating the reason for the name discrepancy, along with any supporting documentation she provides. An employee may provide documentation to support a name change, but is not required to do so. If you determine the document containing a different name does not reasonably appear to be genuine and to relate to the employee, you may ask her to provide other documents from the Lists of Acceptable Documents on Form I-9.

## 7. The name on the document my employee presented to me is spelled slightly differently than the name they entered in Section 1 of Form I-9. Can I accept this document?

If the document contains a slight spelling variation, and the employee has a reasonable explanation for the variation, the document is acceptable as long as you are satisfied that the document otherwise reasonably appears to be genuine and to relate to the employee.