



I- 9 Form Requirements and Process

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Who needs to complete an I-9 form?

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File Maintenance

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File Maintenance for I-9s of International Staff

Accessing Forms

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two

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must

Section 1 of the I-9 Form

Only use blue or black ink

- f* Do not use whiteout. If a mistake occurs during completion of the I-9 form, have the employee cross out the error, initial and date it and insert the correct information.**
- f* The ODU representative may not correct errors or omissions in Section 1**

Acceptable Documents

Unacceptable Documents

Accepting a Receipt

Photocopying Documents

must

Let's Complete the Form!

Employment Eligibility Verification Form I-9

Department of Homeland Security
U.S. Citizenship and Immigration Services

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, or the first day the employee is required to perform any Federal Government work, or the first day the employee is required to perform any work for the Federal Government, whichever is later.)

Employee completes personal information

Employees check appropriate box for work eligibility and fills in other information, if applicable

Employee reads, signs and dates. If completed electronically, the employee must print, sign and date

Do not complete Section 1 for employees.


Do not ask for any documentation for Section 1.

Make sure all information is provided. If not applicable, please put NA.

Corrections to Section 1 can only be made by the employee, initialed and dated.

Preparer and/or Translator Certification

f Translator or Preparer

Employee
checks
appropriate
box 

- **Print the name of the employee from Section 1**

Enter the number of the citizenship or immigration status checkbox the employee selected

Provide employee a list of acceptable documents (on the back of the I-9 form).

Original documents must be provided, except for certified copies of birth certificates.

Make sure document, issuing authority and document number are recorded on correct lines.

Do not over-document List A or List B & C (considered document abuse).

Expiration dates of documents must be written in month/day/year format (Example: mm/dd/yyyy).

If the document used does not have a document number or expiration date, enter NA in the field

**Record one document from List A
OR one each from List B and C, not
documents from all three.**

List A



List A

ONE



Record one document not documents from all three.

List B and List C

List B documents verify identity and List C documents verify employment eligibility.

The employee must provide one item each from List B and List C.

List B document must contain a photo (which should be clearly identifiable).

List B and List C are used only if the employee does not have a document from List A.

Section 2 - Certification Section

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Read, fill in the information (including the date employment begins) in the certification section, sign and date.

If the form was completed electronically, print, sign and date.

Section 3. Updating I-9 Forms

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Rehiring Employees

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AND

If the original I-9 Form is expired, a new I-9 Form MUST be completed.

Employment Type Changes

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REASONS AN I-9 WILL NOT BE CERTIFIED

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Making Corrections to Non-Compliant I-9's

Inspection of I-9 Forms

UNANNOUNCED

Penalties for Prohibited Practices

Fine of not less than \$100 and not more than \$1,100 for each employee for whom the I-9 Form was not properly completed, retained, and/or made available for inspection.

Fines up to \$3,000 per employee and/or 6 months imprisonment for knowingly hiring or continuing to employ unauthorized aliens.

Unlawful discrimination: \$275 - \$11,000 fine

Document fraud: \$275 - \$5,500 fine

In some cases, managers can be charged with felonies

Anti-Discrimination Provisions

Employer cannot request that an employee present more

For More Information.....

Avoid Common Errors

To avoid discrimination penalties in an USCIS audit, do not keep copies of the I-9s in employees' personnel files.

When in doubt.....

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Citations