

Guidelines for Completing Form I-9

What is Form I-9?

Form I-9 is an employment eligibility form used to verify the identity and employment authorization of individuals seeking employment in the United States. Federal law requires that all employers retain a completed Form I-9 for all individuals hired for employment in the United States.

Who should complete Form I-9?

All employees, regardless of their citizenship status, are required to complete **Section I** of Form I-9.

How to complete Form I-9

It is important that the information entered in Form I-9 is accurate and in the required format. The checklist below will help ensure that Form I-9 is completed in the required format. Alternatively, you can visit, "[Completing Section 1, Employee Information and Attestation](#)," on the USCIS website for a complete list of instructions on how to complete Form I-9.

- Employees must provide their full legal name as it appears on their identity documents.
 - Employees with two last names (family names) should enter both names. Employees with two first names (given names) should enter both names.
 - Employees with only one name should enter it in the Last Name field, then enter "Unknown" in the First Name field.
 - Employees should include the hyphen (-) or apostrophe (') if their names have them.
 - Employees with a middle name should enter the middle initial.
- Employees should provide other legal last names used, including a maiden name, if applicable.
- Employees must provide their current address including the street name and number city, state zip code, and apartment number or letter if applicable.
- Date of birth should be entered in the format mm/dd/yyyy (e.g.: 01/04/2024)
- Employees must sign and date Section I (date should be in the format mm/dd/yyyy)
- Check the appropriate box to indicate your citizenship and immigration status.
- To fix an error on Form I-9, cross out the original error, write the correct information and initial and date it.
- Form I-9 can be completed after accepting the offer letter, but no later than the first day of employment.

Employees must provide documents that establish their identity and employment eligibility along with a completed Form I-9 (Section 1 only) no later than their first day of employment. Page 2 of Form I-9 has a complete list of acceptable documents for I-9 verification purposes. Employees can also visit, "[Form I-9 Acceptable Documents](#)," on the USCIS website for a complete list of acceptable documents.