

Digital advantages with the new I-9

Click on help toggles
to answer questions
and get tips instantly.

Check any of these
three boxes and
the document will
automatically enter
N/A in the blanks
under the No. 4 option.

Click the "Finish"
command at the
bottom of each page
to automatically check
for mistakes and
incomplete fields.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

Instructions Start Over Print

USCIS Form I-9
OMB No. 1615-0047
Expires 08/31/2010

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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) ^(?)		First Name (Given Name) ^(?)		Middle Initial ^(?)	Other Last Names Used (if any) ^(?)	
Address (Street Number and Name) ^(?)			Apt. Number ^(?)	City or Town ^(?)		State ^(?) ZIP Code ^(?)
Date of Birth (mm/dd/yyyy) ^(?)	U.S. Social Security Number ^(?)		Employee's E-mail Address ^(?)		Employee's Telephone Number ^(?)	

U.S. Social Security Number ❌

Providing your 9-digit Social Security number is voluntary on Form I-9 unless your employer participates in E-Verify. If your employer participates in E-Verify and:

1. You have been issued a Social Security number, you must provide it in this field; or
2. You have applied for, but have not yet received a Social Security number, leave this field blank until you receive a Social Security number.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States ^(?)
☐ 2. A noncitizen national of the United States (See instructions) ^(?)
☒ 3. A lawful permanent resident ^(?) (Alien Registration Number/USCIS Number): ^(?) ▼
☐ 4. An alien authorized to work ^(?) until (expiration date, if applicable, mm/dd/yyyy): ^(?) N/A Some aliens may write "N/A" in the expiration date field. (See instructions.)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ^(?) N/A	OR State - Section 1 Do Not Write in This Space
OR	
2. Form I-94 Admission Number: ^(?) N/A	
OR	
3. Foreign Passport Number: ^(?) N/A	
Country of Issuance: ^(?) N/A	

Signature of Employee ^(?) Today's Date (mm/dd/yyyy) ^(?)

Preparer and/or Translator Certification (check one): ^(?)

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

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.

Signature of Preparer or Translator ^(?)		Today's Date (mm/dd/yyyy) ^(?)	
Last Name (Family Name) ^(?)		First Name (Given Name) ^(?)	
Address (Street Number and Name) ^(?)		City or Town ^(?)	State ^(?) ZIP Code ^(?)

Click to Finish

Section 1 Completion in Progress

STOP
Employer Completes Next Page
STOP

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