

Form I-9, Employment Eligibility Verification

Employee Information Sheet



U.S. Citizenship
and Immigration
Services

- 1. What is the purpose of the Form I-9?** Federal law requires employers to verify the identity and employment authorization of new employees and to reverify employment authorization only in certain instances at a later date. Employers must use Form I-9 to do this. Your employer will ask you to complete Section 1. Please review the instructions and print clearly.
- 2. Who keeps Form I-9?** Your employer will keep your completed Form I-9, but must share it with certain government agencies when requested. Officials from the Department of Homeland Security, from the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at the Department of Justice, and from the Department of Labor may inspect an employer's Forms I-9.
- 3. Must I fill out everything in Section 1?** No. The three optional fields are: (1) Social Security Number, (2) E-mail Address, and (3) Telephone Number. If your employer uses E-Verify, you must provide your Social Security Number. If you provide your e-mail address and phone number, E-Verify will be able to give you important information regarding your E-Verify case.
- 4. Should I complete Section 2 or Section 3?** No. Section 2 and Section 3 are completed by your employer.
- 5. Is Form I-9 available in other languages?** Yes. Form I-9 is also available in Spanish for use in Puerto Rico. Outside Puerto Rico, the Spanish version can be used only to help employers and employees complete the English language form.
- 6. May someone who understands English help me fill out Form I-9?** Yes. You may ask someone to help you complete the form. Common examples are where you need the form translated for you or need help writing in your information. The person who translates or completes the form for you must complete the "Preparer and/or Translator certification" on Form I-9. However, you personally must sign Section 1.
- 7. Which documents do I need to show my employer?** You need to show your employer documents from the "List of Acceptable Documents." The List is part of Form I-9. You decide which document or documents to show from the List. Your employer cannot ask or require that you show a certain document.
- 8. Do I need to show my employer one or two documents?** It depends. Some employees choose to show one document from "List A" to prove **both** identity and work authorization. Other employees choose to show a combination of documents – one from "List B" showing their identity and one from "List C" showing work authorization. For the complete list of documents that you can use, look at the List of Acceptable Documents.
- 9. What will happen if I do not complete Section 1 and/or present acceptable documents?** If you do not complete Section 1 of Form I-9 and/or present acceptable documents, your employer can terminate your employment.
- 10. Can I get in trouble if I lie on the form?** Yes. You may be subject to criminal charges if you lie or present false documents for Form I-9.
- 11. Who can I call if I have questions, or if I think my employer is treating me unfairly based on my national origin or citizenship status?** For questions about Form I-9, call U.S. Citizenship and Immigration Services at 1-888-464-4218. If you believe you have been treated unfairly based on your national origin or citizenship or immigration status, or have questions about your rights, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices at 1-800-255-7688 (language assistance is available) or 1-800-237-2515 (TDD).
- 12. How can I learn more about the Form I-9 and my rights and responsibilities as an employee?** Please visit I-9 Central (www.uscis.gov/I-9Central). USCIS also offers monthly webinars on employee rights and responsibilities. OSC also offers free webinars for employees in English and Spanish, and a schedule is available on OSC's website (www.justice.gov/crt/about/osc).