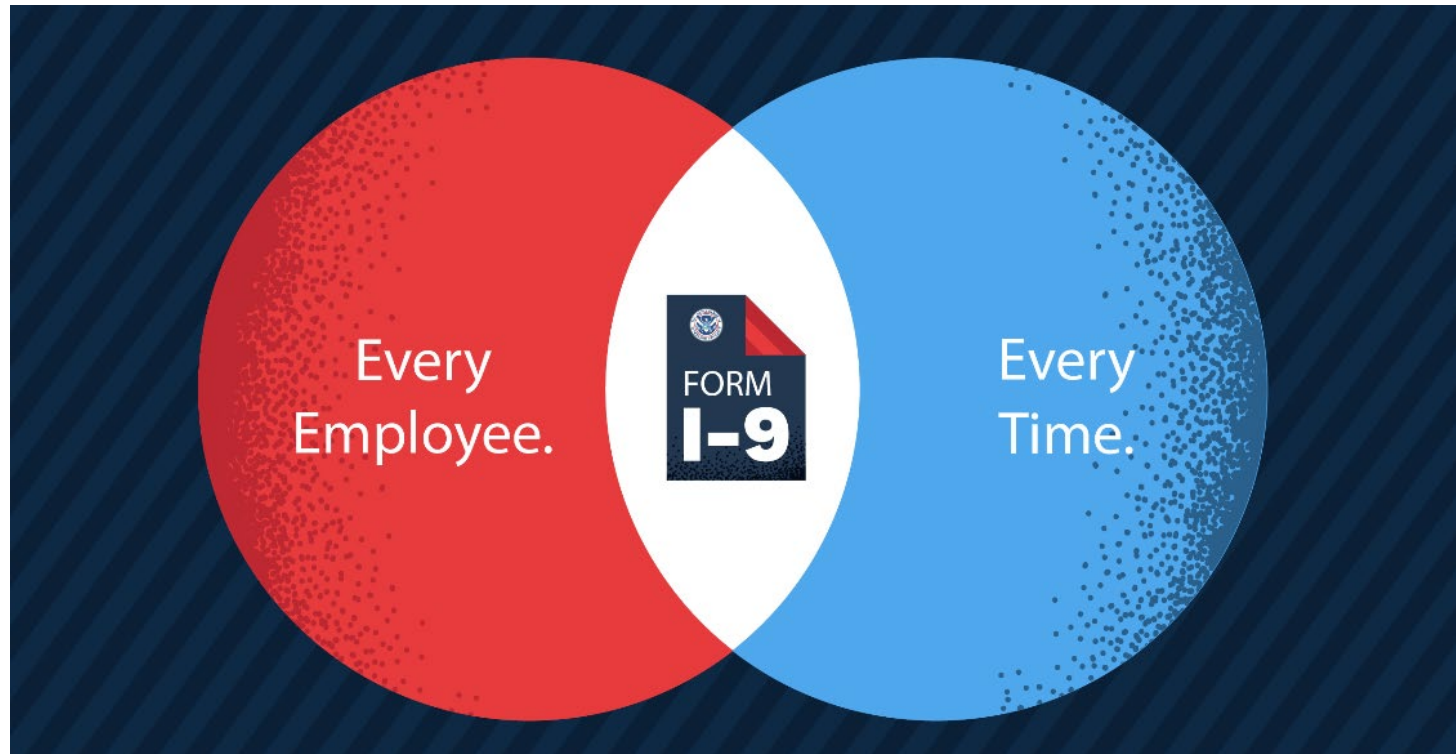


Form I-9 Employment Eligibility Verification



Disclaimer

This presentation is intended for employers and their authorized representatives. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. For more information visit the [I-9 Central website](#).

This presentation is not intended for members of the media. For all media inquiries visit the [U.S. Citizenship and Immigration Services Media Contacts](#) webpage.

*This **public webinar** is not eligible for SHRM/HRCI professional development credits. Webinars that **are eligible** for professional development credits can be found on the [E-Verify website](#)*

Agenda

- Background
- Completing the Form I-9
- Storage and Retention
- Form I-9 and E-Verify
- Resources

The image shows a Form I-9, Employment Eligibility Verification, from the U.S. Citizenship and Immigration Services. The form is titled "Employment Eligibility Verification" and "Form I-9". It includes sections for "Section 1 - Employee Information and Attestation" and "Section 2 - Documentation Requirements". The form is partially filled out with handwritten information, including a Social Security Number, Date of Birth, and various checkboxes for employment status and documentation. The U.S. Citizenship and Immigration Services logo is visible in the bottom left corner of the image.

Background



In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.

IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

The employment eligibility verification provisions, and sanctions, of [IRCA](#) are found in [Section 274A of the Immigration and Nationality Act](#) (INA).

Working in the U.S.

- Citizens of the United States
- Noncitizen Nationals of the United States
- Lawful Permanent Residents
- Aliens Authorized to Work



Employment Verification

To comply with the employment eligibility verification provisions ALL employers must:

- For Employees hired after November 6, 1986
 - Verify the **identity** and **employment authorization** documents
 - **Complete** and **retain** a **Form I-9**
- **Employers MUST refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of unlawful conduct:

- Citizenship or immigration status discrimination*
- National origin discrimination*
- Unfair documentary practices during Form I-9 process
- Retaliation

** Actual or perceived*

Immigrant and Employee Rights Section (IER)

The anti-discrimination provisions of the INA are enforced by:

**Department of Justice Civil Rights Division
Immigrant and Employee Rights Section**

- Employees may contact [IER](#) anonymously for information regarding employment discrimination and employee rights and responsibilities.

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact IER anonymously.

1-800-255-8155 (TDD: 1-800-362-2735)



— U.S. DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

See [IER's "Employer Dos and Don'ts."](#)

Form I-9 Requirements

- As of May 1, 2020 you can only use [Form I-9, Employment Eligibility Verification](#), with the 10/21/2019 revision date for all new hires and reverifications.
 - Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986.
- You may delegate the authority to complete Form I-9 to an authorized representative, however, you will retain liability for any errors.

Visit [I-9 Central Related News](#) for updates.

Completing Form I-9

Lists of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS				
All documents must be UNEXPIRED				
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.				
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
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9

Instructions Start Over Print

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

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

▶ 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

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 (expiration date, if applicable, mm/dd/yyyy:)
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:

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance:

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

STOP Employer Completes Next Page STOP

Form I-9 Exceptions

You are **NOT** required to complete **Form I-9** for:

- Casual domestic service employees working in a private household when work is sporadic, irregular or intermittent;
- Independent contractors for whom you do not set work hours or provide tools to do the job; or
- Employees working outside the United States.*

** This statement excludes the 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands*

Form I-9 Section 1: Employee Information and Attestation

- Worker completes Section 1 no later 1st day of work for pay
- Social Security Number is required for E-Verify
- E-mail address is optional for employee
 - If provided, it MUST be entered in E-Verify
 - Not a business e-mail address
- Attestation
- Preparer or Translator

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 ?
<p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p> <p><input type="checkbox"/> 1. A citizen of the United States ?</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) ?</p> <p><input type="checkbox"/> 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?</p> <p><input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ?</p> <p>Some aliens may write "N/A" in the expiration date field. (See instructions)</p> <p>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.</p> <p>1. Alien Registration Number/USCIS Number: ?</p> <p>OR</p> <p>2. Form I-94 Admission Number: ?</p> <p>OR</p> <p>3. Foreign Passport Number: ?</p> <p>Country of Issuance: ?</p> <p>QR Code - Section 1 Do Not Write In This Space</p>				
Signature of Employee ?			Today's Date (mm/dd/yyyy) ?	
<p>Preparer and/or Translator Certification (check one): ?</p> <p><input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.</p> <p>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</p> <p>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.</p> <p>Signature of Preparer or Translator ?</p> <p>Today's Date (mm/dd/yyyy) ?</p> <p>Last Name (Family Name) ?</p> <p>First Name (Given Name) ?</p> <p>Address (Street Number and Name) ?</p> <p>City or Town ?</p> <p>State ? ZIP Code ?</p> <p>Click to Finish</p>				

Section 2. Employer or Authorized Representative Review and Verification <i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>				
Employee Info from Section 1	Last Name (Family Name) Washington	First Name (Given Name) George	M.I. A	Citizenship/Immigration Status <div style="background-color: yellow; height: 15px; width: 100%;"></div>
List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title U.S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U.S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A		<div style="border: 1px solid black; padding: 10px; min-height: 200px;"> Additional Information </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> QR Code - Sections 2 & 3 Do Not Write in This Space </div>		
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 01/01/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town State ZIP Code

Click to Finish

Section 2 completion in progress.

- | Section 2. Employer or Authorized Representative Review and Verification
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i> | | | | |
|--|--|---|---------------------|---|
| Employee Info from Section 1 | Last Name (Family Name)
Washington | First Name (Given Name)
George | M.I.
A | Citizenship/Immigration Status
<div style="background-color: yellow; height: 15px; width: 100%;"></div> |
| List A | OR | List B | AND | List C |
| Identity and Employment Authorization | | Identity | | Employment Authorization |
| Document Title
U.S. Passport | | Document Title
N/A | | Document Title
N/A |
| Issuing Authority
U.S. Department of State | | Issuing Authority
N/A | | Issuing Authority
N/A |
| Document Number | | Document Number
N/A | | Document Number
N/A |
| Expiration Date (if any)(mm/dd/yyyy) | | Expiration Date (if any)(mm/dd/yyyy)
N/A | | Expiration Date (if any)(mm/dd/yyyy)
N/A |
| Document Title
N/A | | <div style="border: 1px solid black; padding: 5px; min-height: 200px;"> Additional Information </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> QR Code - Sections 2 & 3
 Do Not Write in This Space </div> | | |
| Issuing Authority
N/A | | | | |
| Document Number
N/A | | | | |
| Expiration Date (if any)(mm/dd/yyyy)
N/A | | | | |
| Document Title
N/A | | | | |
| Issuing Authority
N/A | | | | |
| Document Number
N/A | | | | |
| Expiration Date (if any)(mm/dd/yyyy)
N/A | | | | |
| Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. | | | | |
| The employee's first day of employment (mm/dd/yyyy): <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> 01/01/2020 </div> (See instructions for exemptions) | | | | |
| Signature of Employer or Authorized Representative | Today's Date(mm/dd/yyyy) | Title of Employer or Authorized Representative | | |
| Last Name of Employer or Authorized Representative | First Name of Employer or Authorized Representative | Employer's Business or Organization Name | | |
| Employer's Business or Organization Address (Street Number and Name) | | | City or Town | State |
| | | | | ZIP Code |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">Click to Finish</div> | | | | |

COVID-19:

Temporary Policy for List B Identity Documents

Beginning on May 1, List B docs set to expire on or after March 1, 2020, and **not otherwise extended** by the issuing authority, may be treated the same as if the employee presented a valid receipt for an acceptable document for Form I-9 purposes.

When your employee provides a List B document not extended by the issuing authority you should:

- Record the document information in Section 2 under List B; and,
- Enter the word “COVID-19” in the **Additional Information Field**
- Within 90 days after DHS’s termination of this temporary policy, the employee will be required to present a valid unexpired document to replace the expired document presented when they were initially hired.

When the employee later presents an unexpired document, you should:

- In the **Additional Information Field**, record the number and other required document information from the actual document presented;
- Initial and date the change.

Notes:

**It is best if the employee can present the replacement of the actual document that was expired, but if necessary, the employee may choose to present a different List A or List B document or documents*

**E-Verify participating employers should use the employee’s expired List B document number from Section 2 of the Form I-9 to create an E-Verify case as usual within three days of the date of hire.*

COVID-19:

Temporary Policy for List B Identity Documents continued

If the employee's List B identity document expired on or after March 1, 2020, and the issuing authority **has extended** the document expiration date due to COVID-19, the document is acceptable as a List B document for Form I-9 (not as a receipt) during the extension timeframe specified by the issuing authority.

When your employee provides a List B document extended by the issuing authority you should:

- Enter the document's expiration date in Section 2; and,
- Enter "COVID-19 EXT" in the Additional Information Field.

Employers may also attach a copy of a webpage or other notice indicating that the issuing authority has extended the documents. Employers can confirm that their state has auto-extended the expiration date of state IDs and driver's licenses by checking the state Motor Vehicle Administration or Department of Motor Vehicles' website.

Note:

**For extended documents, the employee is not required to later present a valid unexpired List B document.*

**E-Verify participating employers should use the employee's expired List B document number from Section 2 of the Form I-9 to create an E-Verify case as usual within three days of the date of hire.*

COVID-19:

Form I-9 Physical Document Review Flexibility

The Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE) announced flexibility in complying with requirements related to Form I-9, due to COVID-19. These provisions have been extended through **December 31st, 2021**.

- Applies only to employers and workplaces that are operating remotely and employers must provide written documentation of their remote onboarding and telework policy for each employee. This burden rests solely with the employers.
- Employers must inspect the Section 2 documents remotely and obtain, inspect, and retain copies of the documents, within three business days of the employee's start date.
- Enter "Remote Inspection completed on MM/DD/YYYY" in the Section 2 Additional Information field.
- **Within 3 business days of resuming normal operations, physically inspect documents with the employee present.**
- Write "COVID-19 - Documents physically examined on MM/DD/YYYY" as well as the initials of the person who performed the physical inspection to the Section 2 Additional Information field on the Form I-9, or to section 3 as appropriate.

See [Form I-9 completion examples](#) and the [ICE news release](#) for additional information.

Section 2: Examining Documents

You must accept a document presented by an employee if it reasonably appears to be:

- Genuine; *and*
- Relates to the individual presenting it.



The document must be original – photocopies are NOT acceptable, except for a certified copy of a birth certificate.



Section 2: Receipt Rule

A receipt showing that your employee has applied to replace a document that was **lost, stolen** or **damaged**.

- The receipt must be issued by the originating agency.
- Employee must present original replacement document or another acceptable document (or documents) within 90 days of the hire date.

*Receipts are never acceptable if employment will last less than 3 business days. For more information, please see [I-9 Central Acceptable Documents-Receipts](#).

E-Verify cases should be delayed until the replacement receipt is provided.

Section 2: Copying Documents

You may choose to make copies of documents employees present for Section 2.

- If you choose to photocopy documents:
 - You must do so for **ALL** employees,
 - Be consistent and copy **all** documents employees provide



E-Verify employers must photocopy the following documents if voluntarily provided by the employee for Form I-9 Section 2:

I-551 Lawful Permanent Resident Card, I-766 Employment Authorization Document, or US Passport or Passport Card

Form I-9 Section 3: Reverification

Employee Name from Section 1:				Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)									
A. New Name (if applicable) ?						B. Date of Rehire (if applicable)			
Last Name (Family Name) ?			First Name (Given Name) ?			Middle Initial ?		Date (mm/dd/yyyy) ?	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.									
Document Title ?				Document Number ?			Expiration Date (if any) (mm/dd/yyyy) ?		
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.									
Signature of Employer or Authorized Representative ?				Today's Date (mm/dd/yyyy) ?			Name of Employer or Authorized Representative ?		

- Employers **MUST** reverify an employee using Form I-9 [Section 3](#) if their temporary employment authorization or temporary employment authorization document has expired.
- You **MAY** also complete Section 3 if you:
 - **Rehire** the employee within 3 years of the date you first completed Form I-9*; or
 - Update the employee's **biographic information**

* Do not create a new **E-Verify** case for an existing employee you are reverifying.

Section 3: When to Reverify on Form I-9

Reverify

- An Employment Authorization Document (Form I-766) with an expiration date
- Form I-94 with temporary I-551 stamp
- Unexpired foreign passport with temporary I-551 stamp
- Expired Permanent Resident Card presented with Form I-797

Do not Reverify

- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Permanent Residents who present an unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- [List B](#) documents



Correcting Form I-9

Correcting Mistakes

If you discover a mistake on Form I-9, correct the existing form **OR** prepare a new Form I-9:

- If you choose to correct the existing Form I-9, line out the incorrect portions, enter the correct information, and initial and date the correction.
- If you do a new Form I-9, keep the old form with the new form. You should also attach a short memo to both the new and old Forms I-9 stating the reason for your action.

Missing Forms

If you discover you are missing the Form I-9 for an employee:

- Give the employee the current version of the Form I-9;
- Complete the form as soon as possible;
- Do not backdate the form; and
- Attach a signed and dated explanation of the corrective action.

Guidance for Conducting Internal Audits

Storage

- You must have a Form I-9 on file for all current employees.
- [Store Forms I-9](#) securely in a way that meets your business needs – on site, off-site, storage facility.
- Store copies of documents with the Form I-9 or with the employee's records.
- Ensure that only authorized personnel have access to stored Forms I-9.
- Make Forms I-9 available within 3 days of an official request for inspection.

Retention

Calculate how much longer you must keep an employee's Form I-9 once they stop working for you:

If they worked for less than two years, retain their form for three years after the date you entered in the First Day of Employment field.

OR

If they worked for more than two years, retain their form for one more year after the date they stop working for you.

[Storage and Retention](#)

EXAMPLES:

John Smith (Hired Nov. 1, 2019, terminated May 5, 2020): John worked for less than 2 years, keep his form for 3 years, until 11/01/2022

Betsy Ross (Hired Nov. 1, 2002, terminated May 5, 2020): Betsy worked for more than 2 years, keep her form for one more year, until 05/05/2021

Form I-9 and E-Verify

Form I-9 and E-Verify

You must complete Form I-9 before you create a case in E-Verify.



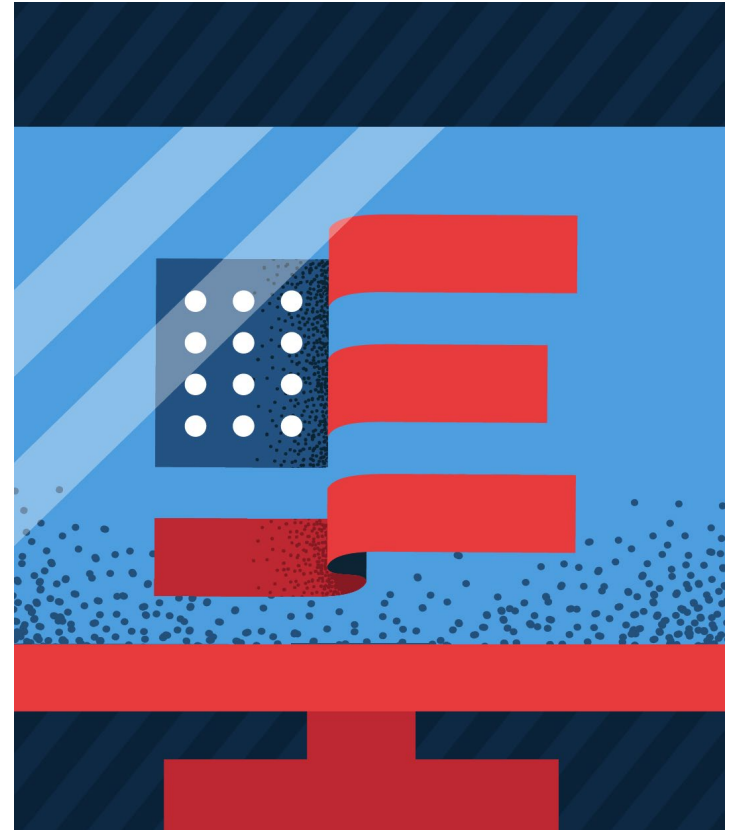
What is E-Verify?

- **Free web-based service that's fast and easy to use**
- **Electronically verifies the employment eligibility of:**
 - Newly hired employees; and
 - Existing employees assigned to work on a qualifying federal contract
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**

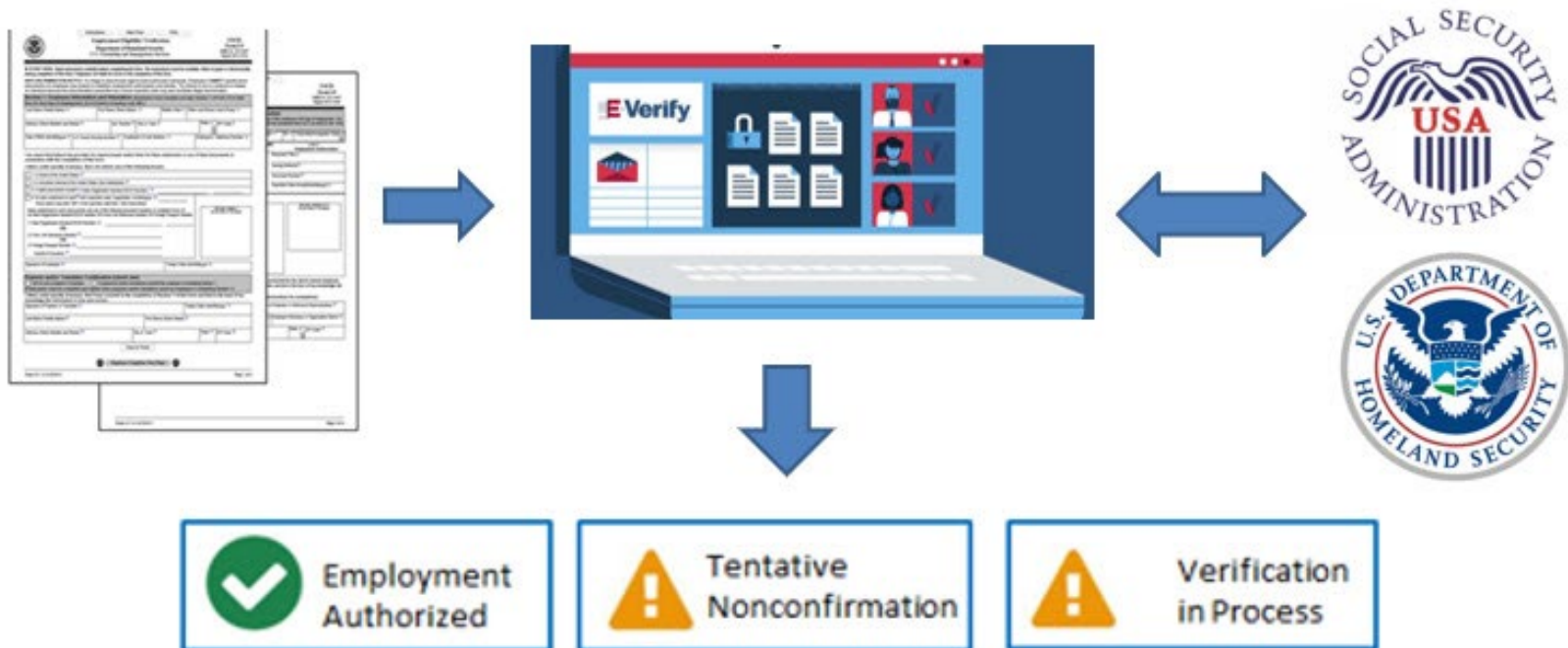


E-Verify Goals

- **Reduce** unauthorized employment
- **Minimize** verification-related discrimination
- Be **quick and non-burdensome** to employers
- **Protect** civil liberties and employee privacy



How Does E-Verify Work?



Form I-9 Resources

I-9 Central

[I-9 Central](#)

[Revised I-9 Table of Changes](#)

[I-9Central/Espanol \(Spanish\)](#)

[Form I-9 DACA Guidance](#)

[Updated Receipts Guidance](#)

[Form I-9 and E-Verify Natural Disaster Fact Sheet](#)

[M-274, Handbook for Employers](#)

[M-274 Summary of Changes](#)

[Mergers & Acquisitions](#)

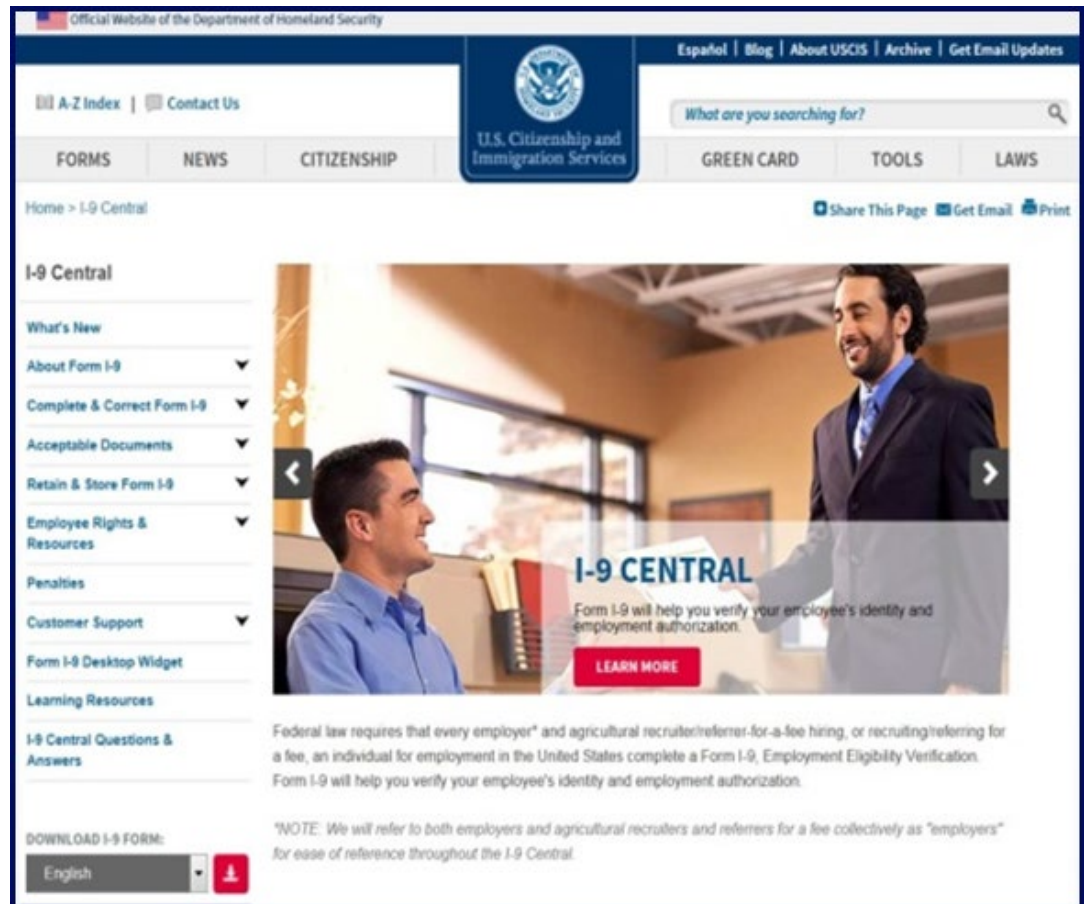
Examples of documents:

[Acceptable Documents](#)

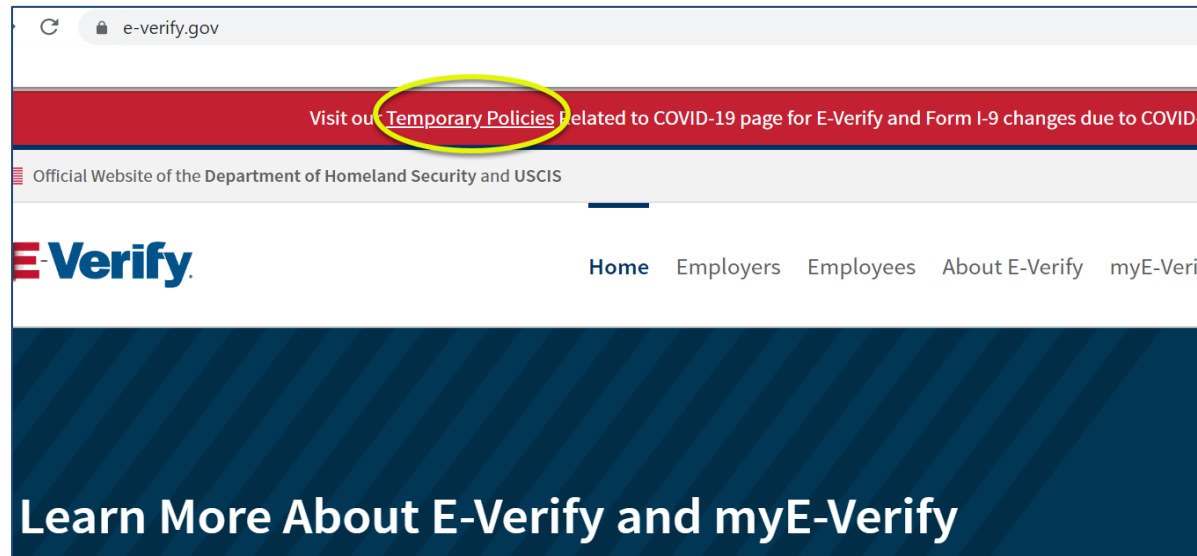
[Automatic Extensions](#)

[Combination Documents](#)

[I-9 Webinar on Demand & Vignettes](#)



Temporary Policies Related to COVID-19



Please visit our COVID-19 Temporary Policy page for a full list and details regarding temporary policies related to Form I-9 and E-Verify. Go to E-Verify.gov and click on the 'Temporary Policies' link.

Temporary Policy Resources related to COVID-19

Form I-9 Physical Document Review for Section 2

Because of ongoing precautions related to COVID-19, DHS has [extended the Form I-9 requirement flexibilities to December 31, 2021](#)

Form I-9 Completion by Non E-Verify Agricultural Employers of Certain H-2A workers

On April 20, the Department of Homeland Security published a [temporary final rule to amend certain H-2A requirements](#) to help U.S. agricultural employers avoid disruptions in lawful agricultural-related employment during the coronavirus (COVID-19) public health emergency. The temporary rule applies if USCIS receives the new employer's extension of stay H-2A petition on or after **Dec.18, 2020**, and no later than **Jun. 16, 2021**. See more information at the [H-2A Temporary Agricultural Workers](#) page.

Renewal of List B Identity Documents

Because many areas are under stay-at-home orders due to COVID-19 and renewal service restrictions, DHS has issued a temporary policy regarding expired List B identity documents used to complete Form I-9, Employment Eligibility Verification.

Form I-9 Verification During Employment Authorization Document (EAD) Delays Due to COVID-19

The production of certain [Employment Authorization Documents](#) (Form I-766, EADs) is delayed due to COVID-19. Through Feb. 1, 2021, new employees who are waiting for their EAD and current employees who require reverification may present **certain** Forms I-797, Notice of Action, as a Form I-9 List C #7 document that establishes employment eligibility, even though the notice states it is not evidence of employment authorization. See [I-9 Central](#) for additional details.

E-Verify Extended Timeframes to take action to resolve Tentative Nonconfirmations

E-Verify is [extending the timeframe](#) to take action to resolve certain Tentative Nonconfirmations (TNCs) due to SSA and other office closures to the public.

See the [COVID-19 temporary policies page](#) and [Q&A](#) for the most up-to-date information related to any of these policies.



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What is myE-Verify

[myE-Verify](#) is a new, free web-based service for employees to participate in the E-Verify process.

- Confirm your work eligibility
- Create a myE-Verify account
- Protect your identity
- Learn about your rights



E-Verify Engagement

Take advantage of our FREE Engagement services

Join another [public webinar](#) or [request a speaker](#) for your event or customized training.

Topics include: Form I-9 E-Verify Overview, E-Verify for Existing Users, Employee Rights, myE-Verify

[Seek approval for E-Verify® Logo Authorization](#)



You can use logos on websites, job announcements /applications, or company broadcasts to further advertise your company's commitment to a legal workforce.

Customer Service Contact Center

E-Verify received the highest rating for customer service of all federal agencies in the American Customer Satisfaction Survey!

- ✓ Form I-9 Website: www.uscis.gov/i-9Central
- ✓ E-Verify Website: www.E-Verify.gov
- ✓ Employer Hotline: (888) 464-4218
- ✓ Employee Hotline: (888) 897-7781
- ✓ Form I-9 E-Mail: i-9Central@uscis.dhs.gov
- ✓ E-Verify E-Mail: E-Verify@uscis.dhs.gov



Feedback

COMMENTS ON OUR WEBINAR? NEED MORE TRAINING?

Send to:

E-VerifyOutreach@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.E-Verify.gov