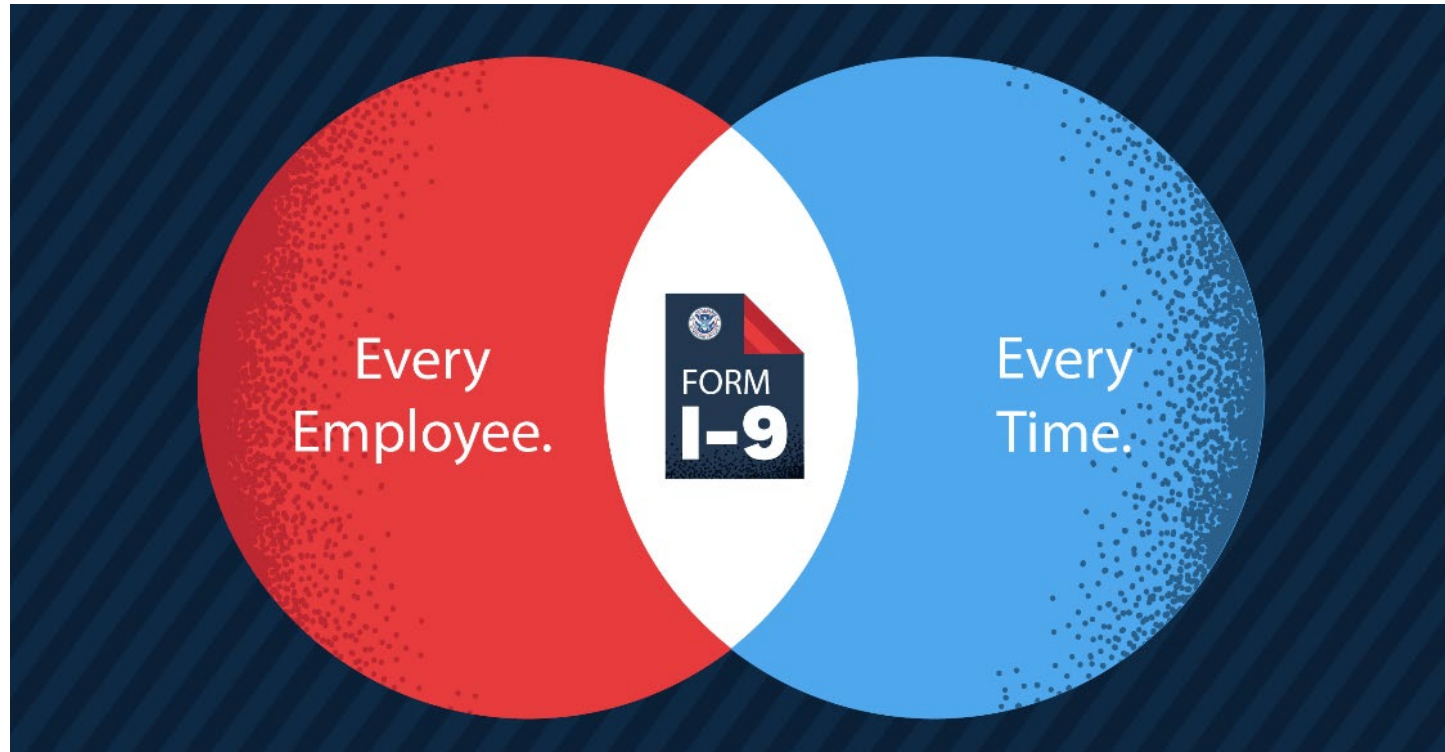


Form I-9 Employment Eligibility Verification

Smarterp November 19, 2025



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. This guidance may change. For up-to-date information, visit the uscis.gov/i-9-central website.

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Agenda

- Background
- Completing Form I-9
- Storage and Retention
- Form I-9 and E-Verify
- Remotely Examining Documents
- RED
- Resources

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

USCIS
Form I-9
OMB No 1615-0047
Expires 08/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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 (if any)	Other Last Names Used (if any)
Address (Street Number and Name)			
Apt. Number (if any)		City or Town	State
ZIP Code			
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the Instructions.):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See Instructions.)
- ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
- ☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number _____ OR Form I-94 Admission Number _____ OR Foreign Passport Number and Country of Issuance _____

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

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A	OR	List B	AND	List C
Document Title 1				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 2 (if any)		Additional Information		
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

Last Name, First Name and Title of Employer or Authorized Representative _____ Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____

Employer's Business or Organization Name _____ Employer's Business or Organization Address, City or Town, State, ZIP Code _____

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

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
- ✓ Noncitizen 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** documents
 - Verify the **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 discrimination*

Form I-9 Requirements

- ✔ Use Form I-9 with revision date *1/20/2025 for 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.

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
- 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.*

Completing Form I-9

Form I-9

Lists of Acceptable Documents

 **Employment Eligibility Verification** USCIS Form I-9
Department of Homeland Security OMB No. 1615-0047
U.S. Citizenship and Immigration Services Expires 08/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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 (if any) Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number (if any) City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☐ 1. A citizen of the United States
☐ 2. A noncitizen national of the United States (See instructions.)
☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
☐ 4. A noncitizen (other than item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check item Number 4., enter one of these:

USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

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

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

Document Title	List A	List B	AND	List C
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 2 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

Additional Information

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

Last Name, First Name and Title of Employer or Authorized Representative Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

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

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 an individual temporarily authorized to work for a specific employer because of his or her status or parole: 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 individual's status or parole 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. 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		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		For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central .
		9. Driver's license issued by a Canadian government authority		The Form I-766, Employment Authorization Document, is a List A, item Number 4. document, not a List C document.
		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		
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document.	OR	• Receipt for a replacement of a lost, stolen, or damaged List B document.		• Receipt for a replacement of a lost, stolen, or damaged List C document.
• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.				
• Form I-94 with "RE" notation or refugee stamp issued to a refugee.				

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

Section 1: Employee Information and Attestation

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 (If any)	Other Last Names Used (If any)	
Address (Street Number and Name)		Apt. Number (If any)	City or Town	State ▼
ZIP Code				
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.				
Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): ☐ 1. A citizen of the United States ☐ 2. A noncitizen national of the United States (See instructions.) ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.) ☐ 4. A noncitizen (other than item numbers 2. and 3. above) authorized to work until (exp. date, if any) If you check item number 4., enter one of these: USCIS A-Number OR Form I-84 Admission Number OR Foreign Passport Number and Country of Issuance				
Signature of Employee			Today's Date (mm/dd/yyyy)	
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.				

- ✓ EMPLOYEE completes no later than **first day of work for pay**
- ✓ Social Security Number is required for E-Verify
- ✓ Email address is optional for employee
 - If provided, it MUST be entered in E-Verify
- ✓ Attestation

Section 2:

Employer Certification of Document Review

EMPLOYER completes Section 2 no later than **3 business days** after the employee begins work for pay

The person that examines the **original, unexpired documents** in the presence of the employee **MUST** fill out, sign and date Section 2

Date fields

- Today's date
- First day of employment

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
☐ Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.					
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy):
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		
Today's Date (mm/dd/yyyy)					

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Section 2: Optional Remote Document Examination

- ✓ E-Verify enrolled employers may remotely examine documents
- ✓ To participate, employers must:
 - Review and retain copies of all documents
 - Conduct a live video interaction with new hire
 - Indicate use of the alternative procedure on the Form I-9

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.		
Document Number (if any)					
Expiration Date (if any)					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.					
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy):
Employer's Business or Organization Name			Today's Date (mm/dd/yyyy)		
Employer's Business or Organization Address, City or Town, State, ZIP Code					

For reverification or rehire, complete [Supplement B, Revocation and Rehire](#) on Page 4.

[Optional Alternative 1 to the Physical Document Examination Associated with Employment Eligibility Verification \(Form I-9\)](#)

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

Form I-9 Acceptable Documents



List A Documents

United States Passport/Passport Card

- ✓ **Issuing Authority:** Department of State.
- ✓ **Document Number:** Also referred to as the passport number, located in the top right corner on the front of the document.
- ✓ **Document Expiration:** Found at the bottom of the document, under or to the right of Issue Date.



List A Documents

Form I-766 Auto Extension

✓ EAD presented with an I-797 notice of action extending the validity period must meet certain criteria:

- Received date on the notice is prior to the EAD expiration date
- EAD category must match class requested on the notice
 - 180-day auto extension
 - [540-day auto extension](#):
 - *Certain categories apply

✓ Exceptions for TPS-related EAD with A12 and C19 categories

RECEIPT NUMBER EAC-		CASE TYPE 1765 APPLICANT AUTHORIZATION
RECEIVED DATE April 1, 2020	PRIORITY DATE	APPLICANT A
NOTICE DATE April 1, 2020	PAGE 1 of 1	
		Notice Type: Receipt Amount received: 338 Class requested: A05



USCIS Ends Automatic Extensions for EAD Renewal Applications

The Department of Homeland Security (DHS) published an [interim final rule](#) (IFR) that ends the practice of automatically extending the validity of EADs for aliens who apply to renew their EAD in certain employment authorization categories. Aliens who applied to renew their EADs **on or after Oct. 30, 2025**, will no longer receive an automatic extension of their EAD.

The IFR does not impact EADs that were automatically extended for up to 540 days due to a timely filed Form I-765 renewal application filed **prior to Oct. 30, 2025**. Such employees in certain categories may present their Form I-797C, Notice of Action, receipt notice for their renewal EAD application along with their EAD to their employer to show that the validity of the eligible EAD has been automatically extended as evidence of continued employment authorization.

Automatic Extensions for TPS

The IFR does not affect automatic EAD extensions provided through a Federal Register notice or otherwise by law for **TPS-related EADs** under categories A12 or C19. Employers and applicants can find the latest TPS updates on the [USCIS Website](#).

Employers should consult the [Handbook for Employers \(M-274\), Section 5.0](#) for guidance on auto-extension eligibility for specific EAD categories and Form I-9 guidance.

Lists of Acceptable Documents

List B – Establishes Identity

Form I-9 Acceptable Documents



List B Documents Establishes Identity

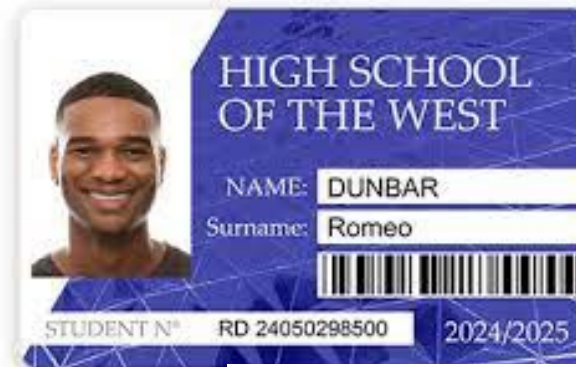
- ✓ Driver's License or Identification Card issued by a state or outlying territory of the U.S.
- ✓ ID card issued by federal, state, or local government agencies or entities.
- ✓ These documents must contain a photograph or information such as name, date of birth, gender, height, eye color, and address.



List B Documents

Establishes Identity (Cont'd)

- ✓ School ID card with a photograph
- ✓ Voter registration card
- ✓ U.S. Military card or draft record
- ✓ Military dependent's ID card
- ✓ [U.S. Coast Guard Merchant Mariner Document \(MMD\) card](#)
- ✓ [Native American tribal document](#)
- ✓ Driver's license issued by a Canadian government authority



Lists of Acceptable Documents

List C – Establishes Employment Authorization

Form I-9 Acceptable Documents



List C Documents

Social Security Card

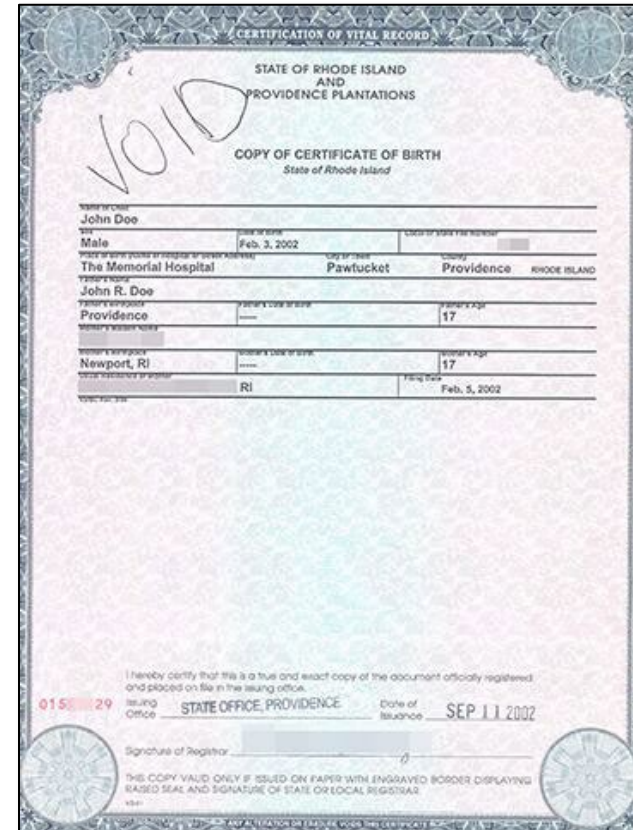
- ✓ **Issuing Authority:** Social Security Administration
- ✓ **Document Number:** Also known as the Social Security Number, consists of nine digits located on the front of the card
- ✓ **Expiration Date:** No expiration
- ✓ **Restrictions:** A card that includes any of the following restrictive wording is not an acceptable List C document:
 - NOT VALID FOR EMPLOYMENT
 - VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - VALID FOR WORK ONLY WITH DHS AUTHORIZATION



List C Documents

Establishes Employment Authorization

- ✔ Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal
- ✔ Certification of Birth Abroad/Report of Birth (FS-545/DS-1350)
- ✔ Consular Report of Birth Abroad (FS-240)
- ✔ Native American Tribal Document
- ✔ Identification Card for Use of Resident Citizen in the United States (I-179)



* For examples of other List C documents visit [I-9 Central](#)

Fraud Detection Best Practices

Employer Best Practices:

- Remember, you may encounter documents from employees that are fraudulent.
- Ensure the documents reasonably appear to be genuine. For example,
 - Does the document have the expected level of security features?
- Ensure the documents relate to the employee presenting them. For example,
 - If the document has a picture, does your employee appear to be the person pictured on the document?
 - If the document has biographic details (name, date of birth, height, hair color, eye color, etc.), do those reasonably relate to the employee presenting the document?

Fraud Detection Best Practices

Employer Best Practices continues:

- Employers, or their Authorized Representatives, must examine documents in person or, if the employer is qualified, remotely.
- You are not expected to be a document expert.
- Reject documents that do not reasonably appear to be genuine or relate to the person presenting them. You should also request that they provide alternate acceptable documents that satisfy the requirements of the Form I-9.

Resources:

- M-274 13.0: Acceptable Documents for Verifying Employment Authorization and Identity
- [Remote Examination of Documents \(Optional Alternative Procedure to Physical Document Examination\)](#)
- E-Verify Tutorial (when logged into E-Verify, navigate to Resources, then Take Tutorial)

Section 2:

Receipt Rule

You may accept 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 three business days
- 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:

- U.S. Passport or Passport Card
- I-551 Lawful Permanent Resident Card
- I-766 Employment Authorization Document

Final Rule Increases Automatic Extension Period for Certain Employment Authorization Document Renewal Applicants

The Department of Homeland Security has finalized the [Temporary Final Rule \(89 CFR 24628\)](#), published in the Federal Register on April 8, 2024, making permanent the [automatic extension](#) period to up to 540 days for employment authorization and/or Employment Authorization Documents (EAD, Form I-766) available to certain applicants who have filed Form I-765, Application for Employment Authorization, renewal applications. **This final rule will be effective January 13, 2025.**

The final rule permanently increases the automatic extension period for employment authorization and Employment Authorization Documents available to certain EAD renewal applicants from up to 180 days to up to 540 days. The final rule will continue to help prevent eligible renewal EAD applicants from experiencing a lapse in employment authorization and/or the validity of their EAD due to lengthy processing times. Refer to [Section 5.0 of the M-274](#) Form I-9 guidance.

Supplement A

Preparer/Translator

Supplement A, Preparer and/or Translator Certification for Section 1		USCIS Form I-9 Supplement A OMB No. 1615-0047 Expires 08/31/2026	
			
Department of Homeland Security U.S. Citizenship and Immigration Services			
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.	
Middle Initial (if any) from Section 1.			
Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9. 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		Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Middle Initial (if any)			
Address (Street Number and Name)		City or Town	
State		ZIP Code	

- ✓ **Preparer/Translator must complete Supplement A**
- ✓ Preparer/Translator should enter their home address, not the company address.

Supplement B

Reverification and Rehires

Supplement B, Reverification and Rehire (formerly Section 3) Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 Supplement B OMB No. 1615-0047 Expires 08/31/2026
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.
		Middle Initial (if any) from Section 1.
Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)		
Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	
	First Name (Given Name)	
	Middle Initial	
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.		
Document Title	Document Number (if any)	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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.		
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Additional Information (Initial and date each notation.)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

- ✓ Employers **MUST** reverify an employee using Form I-9, Supplement B, if their temporary employment authorization status or temporary employment authorization document has expired
 - ✓ You **may** also complete Supplement B if you:
 - **Rehire** the employee within 3 years of the date you 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

Supplement B:

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

Do not Reverify

- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- Expired Permanent Resident Card presented with Form I-797
- [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
- 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 three days of an official request for inspection

[Storage and Retention](#)

Retention

Calculate how long to retain an employee's Form I-9 once they end employment:

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.

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.



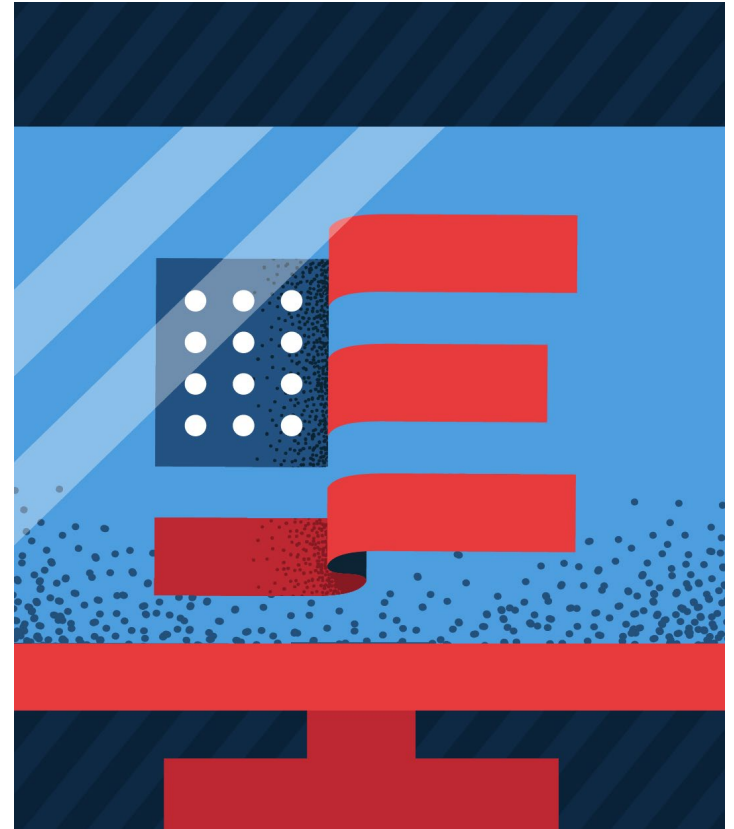
What is E-Verify?

- ✓ Free web-based service that's fast and easy to use
- ✓ Electronically verifies the employment eligibility of:
 - Newly hired employees
 - 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



Form I-9 & E-Verify Work Together

E-Verify compares information from an employee's Form I-9 to records available to the U.S. Department of Homeland Security and the Social Security Administration. Case creation is as easy as data entry and results are produced immediately.



Best Practices

Case Status Updates

Check E-Verify periodically for one of the following responses:

<u>Employment Authorized</u>	The employee's information matched records available to SSA and/or DHS.
<u>E-Verify Needs More Time</u>	This case was referred to DHS for further verification.
<u>Case in Continuance</u>	The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result.
<u>Final Nonconfirmation</u>	E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS.
<u>Close Case and Resubmit</u>	SSA or DHS requires that you close the case and create a new case for this employee. This result may be issued when the employee's U.S. passport, passport card, or driver's license information is incorrect.

What is Remotely Examining Documents (RED)?

- ✓ An option for employers to remotely examine Form I-9 documents
- ✓ Alternative to physical document inspection
- ✓ Must use E-Verify to confirm employment eligibility
- ✓ Must be applied consistently to all employees
- ✓ Hybrid method:
 - Remote document examination for remote employees
 - Physical document inspection for on-site employees



[Remote Document Examination Video](#)

E-Verify Records Scheduled for Disposal

E-Verify employers have until **Jan. 4, 2026**, to download records for E-Verify cases last updated on or before Dec. 31, 2015. On Jan. 5, 2026, USCIS will dispose of these E-Verify records that are more than 10 years old.

Program administrators can download the Historical Records Report to retain information about these E-Verify cases. The case data includes basic company information as well as case identifiers and case resolution information.

Employers who have not already done so must record the E-Verify case verification number on each corresponding Form I-9, Employment Eligibility Verification, or attach a copy of the case details page to the Form I-9.

Employers should retain the Historical Records Report with the Forms I-9.

To learn more, please see the [E-Verify Records Retention and Disposal Fact Sheet](#) and the [instructions for downloading](#) the Historical Records report.

Best Practices

E-Verify Employer

Employers should:

- ✓ Make selection on the Further Action Notice Screen NLT 10 federal government working days after a case first indicates Tentative Nonconfirmation
- ✓ Have two or more Program Administrators
- ✓ General users and Program Administrators can see all cases created by the company
- ✓ Use E-Verify [case reports](#)

E-Verify+ Is Here!



We are excited to announce that the '**Introducing E-Verify+**' webinar will be part of our monthly webinar schedule.

Become one of many E-Verify employers benefiting from the easy, efficient and time-saving advantages of E-Verify+.

- **Increase efficiency!** This free, modernized service of E-Verify streamlines the employment eligibility verification process.
- **Go Paperless!** Simply download employees' complete electronic Form I-9 and identification documents.
- **Save time!** E-Verify+ directly notifies employees of mismatches by delivering Further Action Notices.

Don't wait, [register](#) today!

Note: The webinar is eligible for professional development credits through the Society for Human Resources Management and the Human Resource Certification Institute.



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](#)

An official website of the United States government [Here's how you know](#) ▼

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I-9 Central

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- Complete & Correct Form I-9 ▼
- Form I-9 Acceptable Documents ▼
- Employee Rights and Resources ▼
- Legal Requirements and ▼

Federal law requires that every employer* who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization.

*NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" throughout I-9 Central.

REMINDER - COVID-19 temporary flexibilities for Form I-9, Employment Eligibility Verification, end on July 31, 2023. In-person, physical document inspection for affected employees must be completed by August 30, 2023.

[Learn more.](#)

E-Verify Engagement

Take advantage of our FREE Engagement services:

- ✓ Take additional [public webinars](#)
- ✓ [Request event speakers](#), customized webinars, or content for your publications
- ✓ [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.



Immigrant and Employee Rights (IER)



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

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

Department of Justice Civil Rights Division

[Immigrant and Employee Rights Section](#)

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

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

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

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



THANK YOU!

