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## **Form I 9**

### **Documentation**

Form I-9 Acceptable  
Documents. Employees  
must provide  
documentation to their  
employers to show  
their identity and

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authorization to work. The documents on List A show both identity and employment authorization.

Employees presenting an acceptable List A document should not be asked to present any other document.

### **Form I-9 Acceptable Documents | USCIS**

I-9, Employment Eligibility Verification  
Use Form I-9 to verify the identity and

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employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

## **I-9, Employment Eligibility Verification - USCIS**

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You as the employer review the documents and attests that they are acceptable. The process of completing Form I-9 is in two steps: Step 1- The employee completes Section 1, attesting to (confirming with evidence) the documents presented, and then Step 2 - The employer verifies the documents.

## **Documents You Can**

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## **Use to Verify I-9 Eligibility**

Form I-9, officially the Employment Eligibility Verification, is a United States Citizenship and Immigration Services form. Mandated by the Immigration Reform and Control Act of 1986, it is used to verify the identity and legal authorization to work of all paid employees in the United States. All U.S. employers must ensure



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proper completion of Form I-9 for each individual they hire for employment in the United States.

### **Form I-9 - Wikipedia**

The I-9 form is a Department of Homeland Security (DHS) document used to verify a person's eligibility to work in the U.S. Workers provide identification such as a Social Security card and driver's license or

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passport. The employer then verifies these documents to confirm the employee's work eligibility. Both complete and sign the form.

### **I-9 Form: Definition, Requirements & How to Complete**

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all

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employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later. Photocopying and Retaining Form I-9

### **Form I-9, Employment U.S. Citizenship and Immigration ...**

On the I-9, there is a required list of

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documentation to prove identity. These documents establish identity and eligibility to work in the U.S. and are considered acceptable proof of both. U.S. Passport (unexpired or expired) Certificate of U.S. Citizenship (Forms N-560 or N-561)

**What Every  
Employer Should  
Know About the I-9  
Form...**

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Native American tribal document Card 5. U.S. Citizen ID Card (Form I-197) 8. Native American tribal document 6.

Identification Card for Use of Resident Citizen in the United States (Form I-179) 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above:

7.

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## **LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED**

An I-9 form, verifying employee eligibility, must be completed by employers within three days after a new employee is hired. An I-9 form is not needed if you hire a contract employee paid via 1099. While the employee fills out the

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first page, the remainder of the form is verified and filled out by the employer.

### **How to Fill Out the I-9 Form in 5 Steps [+Examples]**

An I-9 Form is government paperwork that is required for employees to work in the United States. I-9 Forms verify a person's identity and eligibility for employment. The forms require

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supporting documentation as proof, such as driver's license or passport.

## **Form I-9: What Is It? - The Balance Careers**

Acceptable I-9  
Documents Based on  
Citizenship Status An  
Alien Authorized to  
Work Possible F-1  
Student Documents  
Possible J-1 Student  
Documents List A Form  
I-766 – Employment



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### Documentation

Authorization  
Document with  
photograph Foreign  
passport with I-94 or  
I-94A Foreign passport  
with I-94 or I-94A and  
I-20

### **Acceptable I-9 Documents Based on Citizenship Status**

The I-9 Form is used to establish that a person has the right to work in the United States. The first part is filled out by the employee, who

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then presents documents proving they are allowed to work in the U.S. to the employer.

## **How to Complete an I9 Form (with Pictures) - wikiHow**

The Form I-9 is the main cog in the work authorization laws, but merely completing Form I-9 is only the employer's first step in Form I-9 in employment eligibility

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verification. Accepting and reviewing documents alone is not sufficient to avoid I-9 liabilities. Form I-9 must be correctly completed, and without any unlawful employer action ...

### **How Employers Correctly Complete Form I-9 and Form I-9 ...**

If you accept one of these documents for Form I-9 purposes, you

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must also ask for a list  
C document showing  
work authorization.

And before you

ask...no, this

information is not in

the Form I-9

instructions or the

M-274 handbook. You

can, however, find it

among the dozens of

questions and answers

on the I-9 central Q/A

page. Conclusion

**I-9 Practice Alert -**

**ICE revises Guide to**

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#### **Selected US ...**

The employment eligibility verification letter, otherwise known as “USCIS Form I-9,” is a document that verifies the identity of an individual and proves legally that they are authorized to be employed. It will be necessary for all U.S. employers to have the form completed within three (3) days of hiring.

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## **Employment Eligibility Verification ...**

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: OR 2.

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**USCIS Form I-9 -  
United States  
Department of the  
Treasury**

Form I-9 Form I-9 22 A  
receipt indicating that  
an individual has  
applied for an initial  
employment  
authorization  
document (Form I-766)  
or for an extension of  
an expiring  
employment  
authorization  
document (Form I-766)

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is NOT acceptable for Form I -9. Receipts are never acceptable if employment will last less than 3 business days.

## **Form I-9 Employment Eligibility**

### **Verification**

### **PowerPoint ...**

Issuing Authorities for  
I-9 Documents List A  
Documents Issuing  
Authority U.S. Passport  
The issuing authority



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will be listed on the lower right of the photo page in the passport. (Ex: U.S. Department of State or National Passport Center or State Passport Agency ) U.S. Passport Card U.S. Department of State

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