

FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION PACKET

Employer: [EMPLOYER NAME] **Employer Address:** [EMPLOYER ADDRESS] **Work State:** [STATE] **Form I-9 Edition:** 08/01/23 **Packet Prepared:**

Version control. This packet reflects USCIS Form I-9, edition noted above. USCIS periodically revises Form I-9 — verify the current edition at uscis.gov/i-9 before use. Completing a superseded edition may constitute a paperwork violation under 8 U.S.C. §1324a(e). As of this packet's date the 08/01/23 edition (incorporating the 2025 DHS Privacy Notice refresh) remains current; if USCIS issues a superseding edition, the employer must migrate.

1. Instructions and Compliance Framework

This packet is a procedural wrapper around USCIS Form I-9 (Employment Eligibility Verification). The completed Form I-9 itself must be executed on the official USCIS paper or electronic form, not substituted by this document. This wrapper standardizes the surrounding compliance workflow: timing, retention, state-specific overlays, anti-discrimination safeguards, and — where applicable — Supplement A (preparer/translator), Supplement B (reverification/rehire), and remote-authorized-representative designations.

Core federal authorities. Immigration Reform and Control Act (IRCA), 8 U.S.C. §1324a; anti-discrimination provisions, 8 U.S.C. §1324b; implementing regulations, 8 C.F.R. §§274a.1–274a.10; electronic-storage standards, 8 C.F.R. §274a.2(e); electronic-signature standards, 8 C.F.R. §274a.2(i); remote-review rule, 88 Fed. Reg. 43,919 (July 21, 2023); DHS Privacy Act notice, 5 U.S.C. §552a.

Deadlines at a glance (8 C.F.R. §274a.2(b)).

| Event | Deadline | |---|---| | Section 1 — Employee attestation | No later than end of first day of employment for pay | | Section 2 — Employer document review | Within 3 business days of first day of employment for pay | | E-Verify case creation (if enrolled) | No later than end of 3rd business day after first day of employment | | E-Verify TNC contest window | 10 federal business days from referral | | DHS inspection response | Within 3 business days of written notice | | Receipt rule replacement (lost/stolen/damaged only) | Within 90 calendar days of hire / receipt presentation | | Reverification notice (best practice) | 90 days before work-authorization expiration | | Retention | Longer of 3 years after hire OR 1 year after termination |

2. Employer Information

- **Employer legal name:** [EMPLOYER NAME]

- **Business address:** [EMPLOYER ADDRESS]
- **EIN:** [Not provided]
- **Total employees:** 10
- **Federal contractor (FAR 52.222-54):** No
- **E-Verify enrolled:** No
- **Authorized signer:** [HR REPRESENTATIVE], [HR TITLE]

Consistent-copy policy. Under 8 C.F.R. §274a.2(b)(3), if the employer chooses to retain photocopies of any employee's I-9 documents, it must apply that practice consistently to all employees (subject to the mandatory retention rule for the alternative procedure described in §5 below and for E-Verify-submitted documents). The employer confirms it has a written, uniformly applied copy-retention policy.

3. Employee Information (Section 1 Summary)

- **Name:** [EMPLOYEE LAST FAMILY NAME], [EMPLOYEE FIRST GIVEN NAME]
- **Other last names used:** N/A
- **Address:** [EMPLOYEE CURRENT ADDRESS]
- **Date of birth:**
- **SSN:** [Not provided — voluntary unless employer uses E-Verify]
- **Email:** [Not provided]
- **Phone:** [Not provided]
- **Citizenship/immigration attestation:** Box 1 — A citizen of the United States
- **First day of employment for pay:**
- **Section 1 signed:**
- **Section 2 completed:**

Section 1 attestation language. The employee attested under penalty of perjury to the citizenship/immigration status selected above, consistent with the current USCIS Form I-9. The 2025 USCIS revision uses the phrase "An alien authorized to work" in Box 4 and uses the term "sex" in List B document descriptions.

SSN is voluntary. Because the employer is not enrolled in E-Verify, the employee's Social Security Number in Section 1 is voluntary under 8 C.F.R. §274a.2(b)(1)(i)(A)(5). Requiring an SSN from a non-E-Verify employer may constitute document abuse under 8 U.S.C. §1324b.

4. Section 2 — Documents Presented

The employee presented the following document(s) of the employee's own choosing from the USCIS Lists of Acceptable Documents. The employer (or authorized representative) attests that the document(s) appeared on their face to be genuine, to relate to the employee, and to be unexpired, and that Section 2 was completed within three business days of the first day of employment for pay.

List A (establishes both identity and work authorization):

- **Document title:** Us Passport
- **Issuing authority:**
- **Document number:**
- **Expiration date:**

4.1 Reference — Acceptable Documents (USCIS Form I-9, Lists of Acceptable Documents)

List A (identity AND work authorization — present ONE):

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport containing a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document (Form I-766) with photograph
5. For nonimmigrants authorized to work for a specific employer: foreign passport with Form I-94/I-94A bearing the same name and endorsing work authorization (with any required DS-2019 / SEVIS attachments)
6. Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94/I-94A indicating CFA status

List B (identity only — must be paired with List C):

1. State driver's license or state ID card with photo or identifying information
2. School ID card with photograph
3. Voter's registration card
4. U.S. Military card or draft record
5. Military dependent's ID card
6. U.S. Coast Guard Merchant Mariner card
7. Native American tribal document
8. Canadian driver's license

9. For persons under 18 unable to produce any of the above: school record/report card, clinic/doctor/hospital record, or day-care/nursery-school record

List C (work authorization only — must be paired with List B):

1. Unrestricted Social Security card (not marked "NOT VALID FOR EMPLOYMENT," "VALID FOR WORK ONLY WITH INS/DHS AUTHORIZATION")
2. Certification of Report of Birth (Form DS-1350, FS-545, or FS-240)
3. Original or certified copy of U.S. birth certificate issued by a State, county, municipal authority or outlying possession bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen (Form I-179)
7. Employment authorization document issued by DHS (other than those listed under List A)

Unacceptable as List C: restricted SSN cards; I-94 alone; EAD application receipts; expired documents (except as noted in receipt rule below).

Anti-discrimination reminder. The employer did not specify which document(s) the employee must present and accepted the documents the employee chose. Requesting specific documents, demanding more documents than the minimum required, or rejecting facially genuine documents is prohibited as "unfair documentary practice" under 8 U.S.C. §1324b and is enforced by the DOJ Immigrant and Employee Rights Section (IER).

5. Workflow-Specific Provisions

Standard in-person workflow. The employer or a designated employee of the employer physically examined the original documents presented by the employee and completed Section 2 within three business days of . No photocopies were accepted, except that certified copies of U.S. birth certificates are permissible under 8 C.F.R. §274a.2(b)(1)(v). If the employer retains photocopies of the reviewed documents, it does so uniformly for all employees per the consistent-copy policy in §2.

6. State-Specific Overlays

7. Retention, Storage, and Electronic-Signature Standards

Federal law (8 C.F.R. §274a.2(b)(2)) requires the employer to retain the completed Form I-9 for the **longer** of: (a) three (3) years after the date of hire, or (b) one (1) year after the date employment ends. The

employer must not mail or submit the Form I-9 to USCIS. The employer must produce the I-9 within three (3) business days of a written notice from DHS, DOJ, or DOL.

Inputs for this file:

- **Hire date:**
- **Termination date:**

Electronic storage (8 C.F.R. §274a.2(e)). Paper or electronic retention is permitted. Electronic systems must:

- Maintain integrity, accuracy, and reliability of the stored record;
- Prevent and detect unauthorized or accidental creation of, addition to, alteration of, deletion of, or deterioration of an electronically stored Form I-9;
- Maintain an audit trail such that any alteration or change to the record since its creation is electronically stored and can be accessed by an appropriate government agency inspecting the records;
- Provide indexing and produce legible, readable copies within the 3-business-day DHS response window.

Electronic signature (8 C.F.R. §274a.2(i)). If the I-9 is electronically signed, the employer's system must:

1. Affix the electronic signature at the time of the transaction;
2. Create and preserve a record of the signer's identity verification;
3. Preserve the signed record in a format that prevents subsequent alteration;
4. Upon request, produce a printed confirmation of the transaction to the signer.

The employer confirms that the chosen storage and signature methods meet these requirements.

8. Anti-Discrimination and Document Abuse — Employer Checklist

The employer, by signing below, affirms that in completing this Form I-9 it has:

1. Allowed the employee to choose which acceptable document(s) to present;
2. Not demanded specific documents or additional documents beyond the minimum required (e.g., did not require both a List A and a List B+C set);
3. Accepted documents that reasonably appeared to be genuine and to relate to the employee, without imposing heightened scrutiny based on citizenship status or national origin;

4. Not used I-9 information or document expiration dates to make hiring, firing, recruiting, or referral decisions in violation of 8 U.S.C. §1324b;
 5. Not reverified U.S. citizens, noncitizen nationals, or lawful permanent residents; and
 6. Kept the I-9 separate from the employee's general personnel file, to the extent practicable, to limit incidental disclosure during unrelated audits.
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9. Privacy Notices

Privacy Act (5 U.S.C. §552a). Section 1 information is collected under the authority of the Immigration and Nationality Act (8 U.S.C. §1324a) and is used by USCIS, DHS, DOJ, DOL, SSA, and IER for employment-eligibility-verification purposes. Providing the information is voluntary, but failure to provide it may result in a determination that the employee is not authorized for employment. The 2025 DHS Privacy Notice refresh applies.

SSN use. Except where the employer is enrolled in E-Verify, the employee's Social Security Number is voluntary. Collection of an SSN where not required may constitute document abuse under 8 U.S.C. §1324b.

10. Signatures and Attestations

Employee — Section 1 Attestation

I attest, under penalty of perjury, that I am the person identified above; that the information provided in Section 1 is true and correct; and that I have selected the citizenship/immigration status box that applies to me. I understand 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.

Employee

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Employer — Section 2 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, (3) to the best of my knowledge, the employee is authorized to work in the United States, (4) Section 2 was

completed within three (3) business days of the employee's first day of employment for pay, and (5) the employee's first day of employment for pay was .

Employer / Authorized Representative

_____	PRINTED NAME
_____	SIGNATURE
_____	DATE
