

Example – Section 1 Top Section

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

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 03/31/2016

1 ▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

(English | [Español](#)) [I-9 Instructions](#) [I-9 Instrucciones](#) **2**

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.)*

Does the employee qualify for special placement? Yes No [What's This?](#)

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Last Name *(Family Name)* First Name *(Given Name)* Middle Initial Other names used *(if any)*

Address *(Street Number and Name)* Apt. Number City or Town State Zip Code

Date of Birth U.S. Social Security Number E-mail Address Telephone Number

Location

Employment Date *(mm/dd/yyyy)*

1. The header, instructions, and text (English and Spanish) are updated per the revised Form I-9.
2. The links to instructions (English and Spanish) display the PDF of the revised Form I-9.
3. Employee information block: Modified current fields:
 - a. The last name field label is “**Last Name (Family Name)**”
 - b. The first name field label is “**First Name (Given Name)**”
 - c. The maiden name field label is “**Other Names Used (if any)**”
 - d. The address field label is “**Address (Street Number and Name)**”
 - e. The city field label is “**City or Town**”
 - f. The SSN field label is “**U.S. Social Security Number**”
 - g. The state field is a drop-down list box. Canada (“CAN”) and Mexico (“MEX”) are included in the list because ONLY border commuters from Canada and Mexico may use an international address.

Employee information block: **New optional fields:**

- h. New field for “**E-mail Address (optional)**”
- i. New field for “**Telephone Number (optional)**”

Note: The term “(optional)” was added to inform the employee that these fields are not required.

Example – Section 1 Bottom Section

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) :

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): 4
- An alien authorized to work until (expiration date, if applicable, mm/dd/yy):
- Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number :

OR

2. Form I-94 Admission :

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number :

Country of Issuance : v

- Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

4. Citizenship/immigration status block updates:

- a. The lawful permanent resident option now includes the field label “**(Alien Registration Number/USCIS Number)**”. This is to clarify the data and to inform the employee that the numbers are the same at this time.
- b. The alien option contains the following fields and updates.
 - i. “**Alien Registration Number/USCIS Number**”
 - ii. “**Form I-94 Admission Number**” – If employee obtained their admission number from CBP (Customs and Border Protection) in connection with the employee’s arrival in the United States, the employee **MUST** enter the “Foreign Passport Number” and “Country of Issuance” data.
 - iii. “**Form I-94 Admission Number**” – If employee received their admission number from USCIS (United States Citizenship and Immigration Services) within the United States or entered the

United States without a foreign passport, the employee MUST click a checkbox to NOT require the “Foreign Passport Number” and “Country of Issuance” data to be entered.

- iv. The “**Country of Issuance**” field is a drop-down list box and IS required if the “Foreign Passport Number” is entered.

Example – Section 1 Employee Signature and Receipt Pages

Employee Review

([English](#) | [Español](#)) [I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

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Name: Aaron Barrymore

Other names used:

U.S. Social Security Number: 444-00-3333

Date of Birth: 04/01/1980

Address: 107 N Main St
St. Louis, MO 63146

E-mail Address:

Telephone Number:

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Alien Work Until Date:

Foreign Passport Number:

Country of Issuance:

[↕ Change Information](#)

- 5. The employee **Signature** and **Receipt (thank you)** pages contains the new Section 1 fields: