

## Changes to Section 2



### IMPORTANT INSTRUCTIONS!

1. If you attempt to complete Section 2 of a **Pending I-9** completed prior to this update (5/1/13), you will be taken to the Section 1 page and the banner message below will display. The employee has the option to:
  - Modify their information,
  - Enter optional information not on the previous form (“Other Names Used *(if any)*”, state (“CAN” or “MEX”), “E-mail Address *(optional)*” and “Telephone Number *(optional)*”), and/or
  - Enter required information (“Foreign Passport Number” and “Country of Issuance”) that was not on the previous form.
2. If Section 1 information is entered or modified, the employee is required to re-sign Section 1 to approve the modifications before you can complete Section 2.
3. If there are no changes, you will continue with Section 2 when the employee clicks the **Continue** button.

## Example – Section 1 Banner Message

**The employee did not complete Section 1 using the current Form I-9. The employee must update and/or confirm the information in Section 1 before the employer or the employer’s representative can complete Section 2.**

- **To correct or modify Section 1, the employee will make any changes, click the Continue button, and re-sign the form to confirm the changes.**
- **To accept the information in Section 1, the employee will click the Continue button to confirm the information and proceed to Section 2.**

## Example – Section 2 Signature and Detail Pages

The Section 2 signature page contains the new Section 1 fields:

**Employee Review**

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

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**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](#)