

# Checklist for Completing I-9 Form

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- \_\_\_\_\_ Complete an I-9 form for all employees hired after November 6, 1986.
- \_\_\_\_\_ Make the instruction sheet available to all new employees when completing the I-9 form.
- \_\_\_\_\_ Complete the I-9 form within three business days of hire.
- \_\_\_\_\_ Do not ask for different documents than those presented, as long as the documents appear to be genuine and to relate to the person presenting them, and are on the lists of acceptable documents.
- \_\_\_\_\_ Do not refuse to hire an individual because of a future expiration date.
- \_\_\_\_\_ Review only original documents. A certified copy of a birth certificate with an official seal is acceptable.
- \_\_\_\_\_ If an authorized agent is required for a remote hire, contact the Employment Service Center for the name and address of a local agent.
- \_\_\_\_\_ If a document from List A is not presented, make sure you have viewed and documented one document from List B and one document from List C.
- \_\_\_\_\_ If you have listed documents on both sides of the gray bar in Section 2, you have not properly completed the form. Start over, review the rules, or seek help.
- \_\_\_\_\_ With respect to all documents, record the following:
  - the document title;
  - the issuing authority;
  - the document number; and
  - the expiration date, if any.
- \_\_\_\_\_ Record the date employment begins.
- \_\_\_\_\_ Photocopy the document(s) and retain the copy with the Form I-9.
- \_\_\_\_\_ The employer and the new employee must each sign the I-9 form.
- \_\_\_\_\_ Retain I-9 forms for three years after the date of hire, or one year after the date employment ends, whichever is later.
- \_\_\_\_\_ Keep I-9 forms in a place (and order) where they can be easily retrieved in the event of audit.