

The Form I-9 for \_\_\_\_\_ has been returned for the following reason(s):

Section I:

- Date of birth is left blank
- Social security number is missing
- Name and/or address of employee is blank
- Citizenship attestation is left blank
- Alien or admission number is missing
- Employee's signature is missing
- Employee signed in the wrong place
- Date the employee signed is missing
- Transposing the date the employee signed with their birth date

Section II

- Over documentation (List A, B and C are all filled out)
- List A - document title, issuing authority, or expiration date is missing
- List B and C have insufficient document title/names or missing expiration date(s) (where applicable)
- Two documents from the same list are used to fill in List B and List C. It must be one document from List B and one document from List C
- Document has been recorded under the wrong list. Documents from List B on the back are to be written under List B on the front of the I-9. The same for List C
- Certification section is not filled in
- No signature, printed name, title, business/organization name and address, or date the employer signed
- Signature of employer and/or date employer signs have been typewritten

**To Make Corrections:**

Section I:

- The employee (*not employer*) **must** fill in the missing information; name/address, birth date, signature, citizenship attestation, and date signed. If the employee has not filled in the date the I-9 was signed, s/he must write in the current date. Then the employee needs to initial and date the correction in the margin closest to the error.
- If the employee has signed in the wrong area or used their birth date in place of the date they signed the form, s/he needs to draw one straight line through the mistake, and then put the correct information in that area.
- If they have entered their birth-date in the wrong area, use the same process. One straight line, the current date of signature, and then initial and date the correction in the margin closest to the error.

Section II:

- All three (A, B, C) lists have been filled in: Draw a single *diagonal* line through one of the additional lists. Remember it is either List A alone or List B+C. If you eliminate B, you also eliminate C. Initial and date the correction.
- If the document title is insufficient: Draw one horizontal line through the insufficient title, write the correct title above the insufficient title, then initial and date.
- For missing information: Retrieve the correct documents and fill in missing information. Initial and date this correction in the margin closest to the error.
- Certification section is not filled in: Fill in the date the employee physically began working.
- No signature, printed name, title, business/organization name, or date employer signs: Fill in the missing information. Please note that your name and the date you signed the I-9 **cannot** be typewritten. You must sign and date the I-9 in your own hand.

-Do not **backdate** an I-9 form. All corrections are on a go-forward basis.

-Correction fluid, white-out pen or correction tape **cannot** be used **anywhere** on the form I-9.

-Do not in anyway block out or obscure an error. Use only one line drawn through the mistake at all times.

-All federal forms must be in blue or black ink so all corrections must be in blue or black ink. Nothing else is acceptable.

-The Form I-9 **must** have the lists of accepted documents on the back or it cannot be used.

Other: