

Basic Instructions for Form I-9

Under the Immigration Reform and Control Act of 1986, all U.S. employers are responsible for verifying the employment eligibility and identity of all employees hired to work in the United States. The Immigration and Naturalization Service, now known as the United States Citizenship and Immigration Service (U.S.C.I.S.), developed the Form I-9 for this purpose. The heightened awareness caused by the attacks of 9/11 means the U.S.C.I.S. has begun heavily monitoring I-9s, especially within the educational system, where serious Form I-9 abuse has occurred. Non-compliance with these regulations can result in severe fines. The Federal Government established the regulations governing this form, not UCCSN. Therefore, there are **no** exceptions as to how this form is completed.

To ensure the Form I-9 is properly filled out please use the following outline:

FILLING OUT THE FORM I-9:

Section 1

The Form I-9 must be completed no later than closing of business on the employee's third day of **physical** employment. The employee's signature holds him/her responsible for the accuracy of the information provided. The employer is responsible for ensuring that the employee completes Section 1 in full.

Preparer/Translator Section:

The preparer/translator section is appropriate to use only if the employee needs Section 1 translated, if the employee is physically impaired, or otherwise unable to complete Section 1 without assistance. However, the employee must still sign and date the I-9.

Section 2

Section 2 is to be completed by the employer. The documents needed for establishing work eligibility and identity are found on the back of Form I-9. You may not ask for nor accept any document not found in one of these lists.

List A: Any document from List A is sufficient for establishing identity and employment eligibility. No other documentation is required. **Do not** fill in List B or List C when using any documentation from List A.

List B+C: One document from List B (Identity) and one document from List C (Employment Eligibility) together are used to establish identity and employment eligibility. Both List B and C must be filled in when using this section. Two documents from the same list **are not acceptable.**

When filling out these sections, be sure to write out **the full title name** of each document used. The only allowable exception for an abbreviation is *SSN* for Social Security Number, as this is universally understood.

Certification: This is the date the employee **physically** begins working. Do not forget to sign and date this section yourself.

REASONS THE I-9 WILL BE RETURNED

The I-9 Will Be Returned For The Following Reasons:

- The Form I-9 is filled out using pencil or ink in colors other than blue or black. (All federal forms must be in blue or black ink only)
- For corrections the Department needs to make. (Human Resources cannot make any corrections for the department)

Section 1

- Any applicable portion of Section 1 is left blank (this includes no date of birth, lack of SSN, not checking off the Citizen Attestation box, not entering Alien or Admission numbers when needed, not entering the work eligibility expiration date when needed, lack of employee's signature, and lack of date by the employee)

Section 2

- Insufficient document title (For example: PC#12564870. This does not specify what form of identification was used)
- Lack of issuing authority, document #, and expiration dates when needed
- List A and B or List A and C are both filled in (This is known as Over Documentation To avoid it, remember List A stands alone)
- List B filled in only or List C filled in only (Remember, it must be B + C)
- Certification section is not filled in (This is the date the employee begins physically working)
- Lack of signature, printed name, title, business/organization name, and date the employer signs. (You *must* sign the I-9. Your name **cannot** be typewritten in the Signature box, nor can the date you sign be typewritten)
- If there is an error, white out or correction fluid **cannot** be used on the I-9. To correct an error, draw only one horizontal line through it and write the correction. Initial and date the correction in the right or left hand margin

Lastly:

- Do not make copies of the I-9 on colored sheets of paper
- Do not mark the I-9 unnecessarily (such as with a highlighter)
- The List of Acceptable Documents *must* be copied on the back of the I-9 (This is the same list of documents that stipulate what is used for identification and work eligibility)
- Faxes and copies of the I-9 **are not acceptable**. Only originals will be accepted.

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