

## Form I-9, Employment Eligibility Verification Employee Information Sheet



U.S. Citizenship  
and Immigration  
Services

- 1. What is the purpose of the Form I-9?** Federal law requires employers to verify the identity and employment authorization of new employees and, in certain instances, to reverify that the employee is still authorized to work. Employers must use an electronic or paper Form I-9 to do this. When you start a new job, your employer will ask you to complete Section 1. Please review the Form I-9 instructions and print clearly if you are using a paper Form I-9. Your employer will then ask you to show documentation to complete Section 2.
- 2. Who keeps Form I-9?** Your employer will keep your completed Form I-9, but must share it with certain government agencies if requested. Officials from the Department of Homeland Security, the Immigrant & Employee Rights Section (IER) at the Department of Justice, and the Department of Labor may inspect an employer's Forms I-9.
- 3. Must I fill out everything in Section 1?** No. You must provide your legal name, complete address, date of birth, U.S. citizenship or immigration status; including Alien Number/USCIS Number, Form I-94 admission number, or foreign passport number and country of issuance and the date employment authorization expires if applicable; and signature and the date.
- 4.** If your employer uses E-Verify, you must provide your Social Security number. If you provide your e-mail address and phone number and your employer enters them into E-Verify, E-Verify may give you important information regarding your E-Verify case.
- 5. Should I complete Section 2?** No. Section 2 is completed by your employer or its authorized representative.
- 6. Is Form I-9 available in other languages?** Yes. Form I-9 is also available in Spanish for use in Puerto Rico. Outside Puerto Rico, the Spanish version can only be used as a translation guide to help you and employers complete the English language form.
- 7. May someone help me fill out Form I-9?** Yes. You may ask someone to help you complete the form. Common examples are when you need the form translated for you or need help writing in your information. The person who translates or completes the form for you must complete the Supplement A, Preparer and/or Translator Certification for Section 1. However, you personally must sign Section 1.
- 8. Which documents do I need to show my employer?** You need to show your employer documents from the "Lists of Acceptable Documents." The Lists are part of Form I-9. You decide which document or documents to show from the Lists. Your employer cannot ask or require that you show a certain document.
- 9. Do I need to show my employer one or two documents?** You may choose to show documentation from "List A" which may be one document or a combination of documents to prove **both** identity and employment authorization. Or you may choose to show a combination of documents from "List B" showing your identity and from "List C" showing your employment authorization. For information on the documents that you can use, look at the Lists of Acceptable Documents which includes acceptable receipts.
- 10. What will happen if I do not complete Section 1 and/or present acceptable documents?** If you do not complete Section 1 of Form I-9 and/or present acceptable unexpired documentation, your employer can terminate your employment.
- 11. Can I get in trouble if I lie on the form?** Yes. You may be subject to criminal charges if you lie or present false documents for Form I-9.
- 12. Who can I call if I have questions, or if I think my employer is treating me unfairly or discriminating against me?** For questions about Form I-9, call U.S. Citizenship and Immigration Services (USCIS) at 888-897-7781. If you believe you have been treated unfairly based on your national origin, citizenship or immigration status, or have questions about your rights, call the IER hotline at 800-255-7688 (language assistance is available) or 800- 237-2515 (TTY). If you believe an employer has discriminated against you based on your race, color, religion, national origin, sex (including pregnancy, sexual orientation, and gender identity), age (40 and over), disability, or genetic information, contact the Equal Employment Opportunity Commission (EEOC) by phone at 800-669-4000, 800-669-6820 (TTY), or 844-234-5122 (ASL Video Phone), or by email at info@eeoc.gov. EEO laws apply regardless of your citizenship or immigration status. You also can learn more about your rights under EEO laws at www.eeoc.gov.
- 13. How can I learn more about the Form I-9 and my rights and responsibilities as an employee?** Please visit I-9 Central (uscis.gov/I-9Central). USCIS also offers monthly webinars on employee rights and responsibilities. IER also offers free webinars for employees in English and Spanish, and a schedule is available on IER's website (justice.gov/ier).