

UPDATED Form I-9 Completion Guide - Date 07/17/17 List B & C Documents Sample

This guide contains the instructions for completing the updated USCIS Form I-9 - Version OMB No. 1615-00047 Dated 07/17/17 N Expires 08/31/2019 that is required to be used as of 9/18/17. After this date all previous versions of the Form I-9 will become invalid and non-compliant for use.

It is a federal requirement that this form be properly completed within 3 business day of being hired as an employee of USA Staffing Services. As an Authorized Dealer of USA you have the authority to sign and certify the document as an Authorized Representative of USA Staffing Services.

The included sample I-9 uses a List B Document, Driver's License and a List C Document, Social Security Card. See the attached page 6 of this packet "I-9 LISTS OF ACCEPTABLE DOCUMENTS." An employee can present any of these unexpired documents. Employers cannot mandate to the employee what documents need to be used, only offer suggestions of acceptable.

Some quick notes:

- 1) In any box in which there is not information to record, "n/a" **MUST** be recorded in the section.
- 2) The top of Section 2 on Page 2 has changed. Complete the employee's Last Name, First Name and Middle Initial. The Citizen/Immigration Status needs to be recorded in Section 2. Record the corresponding number from the employee's selection on page 1.
- 4) If you need to reverify and employee that completed a previous version of the Form I-9, you will need to reverify using the newest version of the Form I-9.

Please keep the following in mind while reviewing the sample:

- Black or Blue Ink must be used when filling the form in by hand and/or when signing. Use of any other color ink will deem form invalid
- The sample includes a Drivers License (1 of 12 acceptable documents for List B) and a Social Security Card (1 of 8 acceptable documents for List C).
- A Social Security Card has two possible issuing authorities, the Social Security Administration or the Department of Health and Human Services. The issuing authority will be printed on the seal behind the printed name on the front and listed on the back of the card.

Section 1 on Page 1 notes: To be completed by the employee

- The employee must complete Section 1, Page 1 themselves unless using a Preparer and/or Translator.
- Any info that is not recorded by the employee in the top of Section 1, needs to have a “n/a” entered.
- Since we participate in the E-Verify program the Social Security Number is required. Birth date, email and telephone are also required entries.
- Under “I attest, under penalty of perjury, that I am (check one of the following boxes):” the employee must choose the option that represents their status. Corresponding Numbers and information must be recorded depending on option 1, 2, 3 or 4 selected.
- The employee’s signature date in Section 1 on Page 1 needs to be on or before the listed Start Date on Page 2. ***This date cannot be after the listed start date in Section 2 on Page 2.*** The employee can complete this section the date he/she was placed into the employee pool and/or a formal offer of employment was made
- The employee MUST check if a Preparer and/or Translator was used or not. If one was not used, nothing further is required. If one was used the fields following must be completed.

Section 2 on Page 2 notes: To be completed by an Authorized Representative

- The employee is NOT to record any information on Section 2
- Enter the employee’s name info in the proper boxes on the top of Section 2. For the “Citizenship/ Immigration Status” box enter the corresponding number, 1, 2, 3 or 4 from the selection in Section 1 only.
 - 1. A citizen of the United States***
 - 2. A noncitizen national of the United States***
 - 3. A lawful permanent resident***
 - 4. An alien authorized to work***
- The employee must present either [1 List A Document] OR [1 List B and 1 List C Document]
- NOTE: The Authorized Representative completing Section 2 MUST witness in person the execution of the I-9 document and physically see and inspect the ORIGINAL identification documents.
- When recording document information be sure to record the proper and complete Document Title, the proper Issuing Authority, the complete Document Number and an Expiration Date. If there is not an Expiration Date a “n/a” MUST be entered.
- Valid receipts for replacement of a Document can be used, HOWEVER, the employee must produce the physical document noted in receipt within 90 days or they may be terminated from employment. When the replaced document is presented, note as so in the “Additional Information” section.

Section 2 on Page 2 notes: To be completed by an Authorized Representative continued

- The “employees first day of employment” can be listed as the date the employee was given a formal offer of employment or their first day working for pay. ***This date needs to be on or after the employee’s signature date in Section 1.***
- The signature date in Section 2 on Page 2 is the actual date the authorized representative completed the form. This date cannot be back dated or forward dated. ***The signature date needs to be on or within 3 business days (Monday - Friday) after the listed start date, it cannot be before.***
- For “Title of Employer or Authorized Representative” enter either Authorized Dealer or Authorized Representative.
- Since USA Staffing Services is the Employer of Record, our name and address needs to be entered as shown on the attached sample: USA Staffing Services - 3401 W. Cypress St, Suite 202, Tampa FL, 33607.
- Copies of the Document(s) used in Section 2 need to be submitted with the Form I-9. These copies must be clear and legible. Copies of Documents with photos must clearly show the photo of the employee. Illegible copies will not be accepted.
- If the employee is a rehire, Section 3 can be completed in place of completing a new Form I-9. The same Documents can be used as long as they are NOT expired. When reverifying or rehiring an employee that had originally completed a version previous to the 11/14/16 update of the Form I-9 an updated form must be used, the previous version(s) will not be compliant.

When completing the Form I-9, when in doubt please ask. Below are some links to guides, useful information and registration to view a free webinar on completing the updated Form I-9. It is strongly encouraged that you continue your education on Form I-9 compliance.

More Information and Guides
www.uscis.gov/I-9Central

Pre-recorded Webinar - Managing Changes to the New Form I-9
www.brighttalk.com/webcast/14257/227425

Since we participate in E-Verify the Social Security Number is a required field.
Date of Birth, Email and Telephone are also required



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Smith		First Name (Given Name) John		Middle Initial A	Other Last Names Used (if any) n/a	
Address (Street Number and Name) 12345 Street Name			Apt. Number n/a	City or Town Any Town		State FL
Date of Birth (mm/dd/yyyy) 05/25/1979		U.S. Social Security Number 012 - 34 - 5678		Employee's E-mail Address jsmith@domain.com		Employee's Telephone Number 813.555.1234

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR

2. Form I-94 Admission Number: _____
OR

3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee John A. Smith	Today's Date (mm/dd/yyyy) 07/17/2017
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Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			ZIP Code

STOP! Employer Completes Next Page STOP!

You will enter the corresponding number from here in Section 2 on Page 2.

Complete the employee's
Last Name, First Name and Middle Initial

Record the corresponding number from the employee's selection on page 1.
Since John Smith selected option "1. A citizen of the United States", just the # 1 is recorded here



Employment Eligibility Verification
Department of Homeland Security
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Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Smith	First Name (Given Name) John	M.I. A	Citizenship/Immigration Status 1
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title Driver's License		Document Title Social Security Card
Issuing Authority		Issuing Authority FL HSMV		Issuing Authority Social Security Administration
Document Number		Document Number S123456789		Document Number 012-34-5678
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy) 01/05/2020		Expiration Date (if any)(mm/dd/yyyy) n/a
Document Title		Additional Information Add any notes needed here		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **07/17/2017** (See instructions for exemptions)

Signature of Employer or Authorized Representative Joe Sample		Today's Date (mm/dd/yyyy) 07/17/2017	Title of Employer or Authorized Representative Authorized Representative	
Last Name of Employer or Authorized Representative Sample	First Name of Employer or Authorized Representative Joe	Employer's Business or Organization Name USA Staffing Services		
Employer's Business or Organization Address (Street Number and Name) 3401 W. Cypress St, Suite 202		City or Town Tampa	State FL	ZIP Code 33607

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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The Additional Information section can be used to record a note. For example if the employee submitted a receipt for a new driver's license in place of the actual license, they have 90 days to produce the actual license. You can record those notes here.

The Consular Report of Birth Abroad (Form FS-240) was added to List C.

All the certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350, and Form FS-240) were combined into selection C #2 in List C.

List C documents were renumbered within the list except for the Social Security card.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.