



## I-9 Completion Timeline -OR- When **MUST** an Employer Complete an I-9 Form?

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	DAY 1	DAY 2	DAY 3	DAY 4		
		↑ (1)	↑ (2)	↑ (3)		
NUMBER OF DAYS AFTER THE FIRST DAY OF WORK						

### Day 1

- Employee **MUST** complete Section 1 of the I-9 by the close of the business on the first day of employment.
- The I-9 Form **can** be completed before the employment begins, if it completed for all new hires at the same point in the process. The I-9 Form **MUST** be completed in full before work begins if employment lasts 3 days or less.
- If the I-9 Form is not completed by this time, the employee must be terminated.

### Day 4

- Employer must review original documents and complete section 2 of the I-9 by the third business day following the first day of work.
- Federal construction contractors must also create an E-Verify case, submitting information from I-9 Parts 1 & 2.
- I-9 Form must be complete and should be filed separately from other employment records.

### Additional Resources:

- U.S. Citizenship and Immigration Services website – <http://www.uscis.gov>
- Form I-9, Employment Eligibility Verification – expires 08/31/2012  
<http://www.uscis.gov/files/form/i-9.pdf>
- Handbook for Employers – Instructions for Completing Form I-9 (Employment Eligibility Verification Form) – Revised 01/05/2011, 69 pages  
<http://www.uscis.gov/files/form/m-274.pdf>
- E-Verify for Federal Construction Contractors - <http://www.uscis.gov/e-verify>
- E-Verify User Manual for Federal Contractors - <http://tinyurl.com/Contractor-manual>
- E-Verify Supplemental Guide for Federal Contractors - <http://tinyurl.com/Contractor-supplement>

## LIST A: Documents That Establish both identity and Employment Authorization

*All documents must be unexpired.*

*\*Only one document from this list is required\**

- U. S. Passport or Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
- Employment Authorization Document (Card) that contains a photograph (Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- 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

## LIST B: Documents that Establish Identity

*All documents must be unexpired.*

\*One document from this list AND one document from List C\*

- 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
- 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
- School ID card with a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

## LIST C: Documents that Establish Employment Authorization

*All documents must be unexpired.*

\*One document from this list AND one document from List B\*

- Social Security Account Number card, unless the card includes one of the following restrictions
  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- Certificate of Birth Abroad issues by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by the Department of Homeland Security.