Completing Section 1, Employee Information and Verification

When completing Form I-9, you must make available to your employee the complete instructions to the form and the List of Acceptable Documents. Your newly hired employee must complete and sign Section 1 of Form I-9 no later than their first day of employment.

You may have your employees complete Form I-9:

- On their first day of employment (i.e., the actual commencement of employment of an employee for wages or other remuneration referred to as date of hire in the DHS regulations).
- Before their first day of hire, if you have offered the individual a job and if they have accepted the offer.

Employees can have help completing Section 1, including using a translator.

Employee Responsibilities for Section 1

Employees must provide their:

- Full legal name
  - If the employee has two last names (family names), include both. If the employee has two first names (given names), include both.
  - If the employee hyphenates his or her first or last names, include the hyphen (-) between the names.
  - Include his or her middle initial, if the employee has a middle name.
- Other names used, if applicable (e.g., maiden name)
- Current address, including street name and number (no P.O. Box), city, state and ZIP code
- Date of birth
- Check mark next to the appropriate box to indicate whether they are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
• Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable)
• Signature and date

Additionally, employees may provide their:

• Social Security number (This is optional unless the employer uses E-Verify and the individual has been issued a number.)
• Telephone Number
• E-mail Address

### Section 1. Employee Information and Attestation

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe</td>
<td>John</td>
<td>N/A</td>
<td>N/A</td>
<td>123 Main Street</td>
<td>1</td>
<td>Washington</td>
<td>DC</td>
<td>20000</td>
<td>01/01/1960</td>
<td>000-00-0000</td>
<td><a href="mailto:john.doe@email.com">john.doe@email.com</a></td>
<td>(202) 123-4567</td>
</tr>
</tbody>
</table>

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):

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (See Instructions)
- [x] A lawful permanent resident (Alien Registration Number/USCIS Number): ____________________
- [x] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 02/28/2015. Some aliens may write “N/A” in this field. (See Instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: 1 2 3 4 5 6 7 8 9

OR

2. Form I-94 Admission Number: __________________________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: __________________________________________

Country of Issuance: __________________________________________

Some aliens may write “N/A” on the Foreign Passport Number and Country of Issuance fields. (See Instructions)

Signature of Employee: ___________________________ Date (mm/dd/yyyy): ___________________________

Your employee must sign the form even if a preparer or translator helps them. The preparer or translator who helps your employee must provide his or her name and address and must sign and date the certification on the form. If more than one preparer or translator is used, have the additional preparers or translators fill out the certification on additional Forms I-9 and attach the forms to the initial Form I-9.

The date your employee enters next to his or her signature should match the date the preparer/translator signed the form.
Employer Responsibilities for Section 1

You must:

- Review the information your employee provided in Section 1.
- Ensure that your employee provided information in all required fields.

(Note: Your employees are not required to provide a Social Security number in Section 1. However, a Social Security number may be required if you use E-Verify.)

- Ensure your employee signed and dated the form.
- Ensure the Preparer/Translator section has been completed, signed, and dated if your employee used a preparer/translator.

In addition:

- You should note whether your employees indicated in Section 1 that their employment authorization will expire.
- You may need to **reverify** your employee’s authorization when his or her employment authorization expires. You may want to remind your employees, at least 90 days before their employment authorization expires and that they will need to present a List A or List C document to show continued employment authorization for reverification purposes. Employees must present these documents on or before the date their current employment authorization expires.
- Note that the expiration date for employment authorization provided by your employee in Section 1 may or may not match the expiration date of the List A or List C document your employee presents for **Section 2, Employer Review and Verification**. For reverification purposes, the earlier date should be used to determine when reverification is necessary.