



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

3

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)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

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):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 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. <i>(See instructions)</i>	
<p><i>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.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

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!



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

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)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		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): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

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)
----------------	-----------------	---------------------------------------

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
----------------------------------------------------	---------------------------	-----------------------------------------------

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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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. 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 	OR	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">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 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

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.

U.S. Department of Homeland Security (DHS) Notice to Employee of Tentative Nonconfirmation (TNC Notice)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number(s)
Date of Tentative Nonconfirmation	Case Verification Number
Reason for this TNC Notice:	<input type="checkbox"/> DHS Tentative Nonconfirmation. The information entered for this employee does not match U.S. Department of Homeland Security records. <input type="checkbox"/> Photo Mismatch Resulting in DHS Tentative Nonconfirmation. The photograph on the document this employee provided for Form I-9, Employment Eligibility Verification does not match with the photograph in U.S. Department of Homeland Security records.

Instructions for the Employer

IMPORTANT
The employee must sign and date page 2 of this TNC Notice.

- Review this TNC Notice (in private) with the employee as soon as possible.
 - Ensure the name, Social Security number (SSN), U.S. Passport number, A-number, I-94 number, foreign passport number and/or driver's license number or state ID card number at the top of this TNC Notice are correct. If this information is incorrect, you must close this case in E-Verify and create a new case with the correct information.
IMPORTANT: If the employee cannot read, you must read this TNC Notice to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Creole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this TNC Notice in one of these languages, found in 'View Essential Resources.'
 - Ask the employee to indicate on page 2 whether he or she will contest the DHS TNC.
 - Ask the employee to sign and date this TNC Notice on page 2, then sign and date in the space provided below.
 - Give a copy of this signed TNC Notice in English to the employee and attach a copy to the employee's Form I-9.
 - Indicate in E-Verify that you notified the employee of the TNC and then click 'Continue.'
 - Follow the instructions in E-Verify to refer the case or close the case based on the employee's decision.
- NOTE:** If the employee chooses not to contest the Tentative Nonconfirmation, you may terminate his or her employment and close the case in E-Verify.

I certify that this employee received a copy of this DHS Notice to Employee of Tentative Nonconfirmation and that the employee made the decision indicated on page 2 of this TNC Notice. I certify that the employee read and signed this document. I certify to the best of my knowledge that the employee's decision to contest or not contest the DHS Tentative Nonconfirmation was of his/her own free will and that the employee was not coerced or pressured in any way by this employer regarding his or her decision to contest the DHS Tentative Nonconfirmation. I certify that the employee named at the top of this TNC Notice is the person who signed this document on page 2.	
Employer's Name	Employer Representative's Name
Date	Employer Representative's Signature

Instructions for the Employee

Why You Received this Notice to Employee of Tentative Nonconfirmation (TNC Notice)

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you gave on Form I-9, Employment Eligibility Verification, with the government's records to verify that you are permitted to work in the United States. If you presented an Employment Authorization Document, Permanent Resident Card or a U.S. Passport or Passport Card, E-Verify allows your employer to verify that the photograph on your document matches the photograph in DHS records.

You received this TNC Notice because E-Verify indicated that the information entered into E-Verify from your Form I-9 does not match DHS records. This is known as a DHS Tentative Nonconfirmation or TNC. This does not mean that you gave incorrect information to your employer or that you are not permitted to work in the United States.

A DHS Tentative Nonconfirmation may occur if:

- Your name, A-number, I-94 number and/or foreign passport number was recorded incorrectly in DHS records.
- Your U.S. Passport, Passport Card, foreign passport, driver's license or state ID card information could not be verified.
- Your information was not updated in DHS records at the time your information was checked in E-Verify.
- Your citizenship or immigration status changed.
- There is another type of error on your DHS record.
- You have locked your SSN from further use in E-Verify through the DHS Self Check SelfLock service.
- Your employer did not submit your information correctly to E-Verify.

IMPORTANT

This TNC Notice does not mean that you are not permitted to work or that there is incorrect information on the document(s) you presented for Form I-9. If you choose to contest the DHS Tentative Nonconfirmation, you will need to contact DHS. DHS will review its records and determine whether or not you are permitted to work in the United States. If you decide not to contest this DHS Tentative Nonconfirmation, your employer may terminate your employment.

What You Must Do

Ensure that your name, Social Security number, U.S. Passport number, foreign passport number, A-number, I-94 number and/or driver's license number or state ID card number on the first page of this TNC Notice are correct. Tell your employer immediately if there is incorrect information. If your information is correct, you must decide whether to contest the DHS Tentative Nonconfirmation and inform your employer of your decision.

If you **Contest** (take action) the DHS Tentative Nonconfirmation, you must contact DHS. Your employer will send your case to DHS through E-Verify and give you a Referral Letter. The Referral Letter will explain how to contact DHS and what information or documents you will need. You will have 8 federal government workdays from the date your employer refers your case in E-Verify to contact DHS.

It is important to know that your employer cannot take negative action against you or terminate you based on your decision to contest the TNC. The next page of this TNC Notice outlines your rights.

If you do **Not Contest** (do not take action) the DHS Tentative Nonconfirmation, you are making the choice to give up your opportunity to resolve the TNC. Your case will automatically become a Final Nonconfirmation, which means that your employer may terminate your employment.

IMPORTANT

Know your rights: Read the next page for important information about your rights under the law.

I choose to: (check one)

CONTEST the DHS Tentative Nonconfirmation. I understand that I must contact the U.S. Department of Homeland Security within 8 federal government workdays from the date on the DHS Referral Letter.

NOT CONTEST the DHS Tentative Nonconfirmation. I choose to give up my opportunity to contest the DHS Tentative Nonconfirmation. I understand that my employer may terminate my employment.

Employee's Signature	Date
----------------------	------



If you have questions about what you are required to do contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or e-mail E-Verify@dhs.gov. For questions about immigration-related unfair employment practices contact the Office of Special Counsel for Immigration-Related Unfair Employment Practices at 800-255-7688 (TTY: 800-237-2515).

Know Your Rights

- Employers cannot use E-Verify selectively or to pre-screen job applicants. E-Verify must be used for all new employees regardless of national origin, citizenship or immigration status.
- Employers cannot use E-Verify to verify current employees unless the employer is currently a federal contractor with the FAR (Federal Acquisition Regulation) E-Verify Clause in its federal contract.
- Employers are required to clearly display the 'Notice of E-Verify Participation' and the 'Right to Work Poster(s),' in both English and Spanish.
- Employers must give an employee who receives a Tentative Nonconfirmation (TNC) a copy of the 'Notice to Employee of Tentative Nonconfirmation.' The TNC Notice contains information about how to contest a TNC.
- Employers cannot take any adverse action against an employee, including: terminating, suspending, withholding pay or training, delaying a start date or otherwise limiting employment based on the employee's decision to contest a TNC or because the employee's case is still pending with the U.S. Department of Homeland Security (DHS) or the Social Security Administration (SSA).
- Employers must give an employee a Referral Letter to DHS or SSA, if the employee decides to contest a Tentative Nonconfirmation. The Referral Letter contains instructions and agency contact information for the employee.
- Employers must allow the employee eight federal government workdays to visit an SSA field office or contact DHS to contest the Tentative Nonconfirmation from the date the case is referred in E-Verify.
- Employers may terminate employees only after receiving a Final Nonconfirmation, or after an employee has decided not to contest a Tentative Nonconfirmation.
- Employers may not use E-Verify to re-verify existing employees whose employment authorization has expired. Instead, employers must complete Section 3 of Form I-9, Employment Eligibility Verification or complete a new Form I-9.

For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

Report Violations

If you believe your employer has violated E-Verify rules, or treated you in a discriminatory or unfair manner, we encourage you to report it. To report employer misuse, privacy violations, and general E-Verify complaints, contact the E-Verify Employee Hotline at 888-897-7781 (TTY: 877-875-6028) or e-mail E-Verify@dhs.gov.

To report employment discrimination based upon your citizenship, immigration status, or national origin, or other misuse of E-Verify, contact the Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices at 800-255-7688 (TTY: 800-237-2515). For more information, visit the Office of Special Counsel's website at www.justice.gov/crt/osc.

