USCIS I-9 Completion Checklist

To complete the Employment Eligibility Verification form correctly, you can follow the checklist below. Public Partnerships LLC (PPL) has provided more detailed instructions as well as the official USCIS instructions at our website at www.publicpartnerships.com/i9

Section 1: Employee

- Enter your full legal name and any other names you have used (maiden names, birth names, etc.)
- Enter your home residence address, apt. number (if applicable), city or town, state and zip code.
- Enter your date of birth, social security number, email address (optional), and phone number (optional)
- Attest to your citizenship or immigration status by checking the appropriate box (see I-9 Instructions for full description of status options)
- Sign your name
- Date the form (date of signature)
- Respond to the preparer and/or translator certification check box
  - If you did use a preparer and/or translator, please have them sign, date, and provide their full name, address, city, state, and zip code

Section 2: Employer (or Authorized Representative)

- Enter the employee's name and list the citizenship status checked on page 1 at the top of section 2
- Enter the document title(s), issuing authority, document number, and the expiration date from the original documents. Copies of these UNEXPIRED documents must be sent to PPL (see page 3 of I-9 form for list of acceptable documents).

- **If using List A documents, List B and C are not required**
- **If using List B documents, must also supply List C documents**

List A Acceptable Documents
▪ U.S. Passport or Passport Card

List B Acceptable Documents:	
▪ Driver's License	▪ School ID card with a photograph
▪ Military Issued ID	▪ Voter's Registration Card

List C Acceptable Documents
▪ Social Security Card
▪ Birth Certificate
▪ U.S. Citizen ID Card

- Enter the first day of employment (date completing form) in the space for "The employee's first day of employment (mm/dd/yyyy)"
  - While the first day of employment will not occur until the employee is given the "Good to Go", this date needs to be entered to have this form be completed. This date will indicate the date of the beginning of the employment process.
- Employer signs and dates to attest to examining the documents provided
- Enter Title of employer or authorized representative
  - Depending on role of signature enter: "Employer" or "Authorized Representative"
- Enter last name and first name of employer (the person who signed the form)
- Enter employer's business or organization name
  - "Household Employer" is a commonly used acceptable name
- Enter the employer (or individual's, if authorized representative is signing) address, city, and zip code

Remember to include copies of the employees UNEXPIRED List A, B, and/or C documents when sending in the application to Public Partnerships.