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Form I-9: Employment Eligibility Verification

Purpose of Form:

All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. Acceptable documents are listed on the back of the form, and detailed below under "Special Instructions."

Number of Pages: 3

Edition Date: 06/05/07

Where to File:

Do not file Form I-9 with U.S. Immigrations and Customs Enforcement (ICE) or USCIS. Form I-9 must be kept by the employer either for three years after the date of hire or for one year after employment is terminated, whichever is later. The form must be available for inspection by authorized U.S. Government officials (e.g., ICE, Department of Labor).

Filing Fee: \$0.00

Special Instructions: Please note the following changes to the Form I-9 process:

- **Five documents have been removed** from List A of the List of Acceptable Documents:
 - Certificate of U.S. Citizenship (Form N-560 or N-561)
 - Certificate of Naturalization (Form N-550 or N-570)
 - Alien Registration Receipt Card (I-151)
 - Unexpired Reentry Permit (Form I-327)
 - Unexpired Refugee Travel Document (Form I-571)
- One document was **added to List A** of the List of Acceptable Documents:
 - Unexpired Employment Authorization Document (I-766)
- All Employment Authorization Documents with photographs have been consolidated as one item on List A:
 - I-688, I-688A, I-688B, I-766
- Instructions regarding Section 1 of the Form I-9 now indicate that **the employee is not obliged to provide his or her Social Security number in Section 1 of the Form I-9, unless he or she is employed by an employer who participates in E-Verify.**
- **Employers may now sign and retain Forms I-9 electronically.** See instructions on page 2 of the Form I-9.