Form I-9 Instructions:

Form I-9 is used to verify the identity and employment eligibility of individuals. This form is used by employers to confirm that their employees are authorized to work in the United States. The form is also used to record the Social Security number and other personal information of the employee.

Section 1 of Form I-9 lists the acceptable documents that can be used to prove identity and employment eligibility. These documents are used to establish the identity of the individual and to verify that they are authorized to work in the United States.

Section 2 of Form I-9 requires the employer to complete the form and provide the employee with a copy of the completed form. The employer is also required to keep a copy of the completed form on file.

Employers are required to complete Form I-9 for all new employees. This includes employees who are hired as independent contractors, volunteers, or interns. The form must be completed within three days of the employee's first day of work.

If an employee is a lawful permanent resident, the employer must complete Section 3 of Form I-9. This section verifies that the employee is authorized to work in the United States.

If an employee is an alien authorized to work, the employer must complete Section 4 of Form I-9. This section verifies that the employee is authorized to work in the United States.

Employers are also required to keep Form I-9 on file for three years after the employee's employment ends or for one year after the employee's termination date, whichever is later. This includes employees who are terminated for any reason, including those who are fired for cause.

Employees are encouraged to keep a copy of their Form I-9 for their records. This can be useful if an employer asks to see proof of identity or employment eligibility.
သင့်တွင်လက်ခံိုင်းသော Form I-9 စာရွက်စာတမ်းအမျိးအစားများစွာှိိုင်သည်။ သင်သည် Form I-9 အတွက် I-94 တစ်ခုကို သိမဟုတ်သည်။ သင်အပြင်၊ သင်၏ I-94 ကို သိမဟုတ်သည်။ သင်အနေဖြင့် သင်အပြင်အား EAD ြဖစ်စ၊ List B စာရွက်စာတမ်းကို ကန့်သတ်မထားသောလူမဖူလံုေရးကတ်ကို ပေါင်းစပ်၍ သင်၏ EAD ကို ထည့်သွင်းမည်။ သင်သည် ခိုလံခွင့်ရေးသားသူ တစ်ဦးဖစ်ပါက သင်၏ I-94 ကို သက်တမ်းကုန်ဆံုးခင်းမှိသားသည်။
Information for Refugees and Asylees About the Form I-9 | Burmese | April 2022

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