Form I-9

Section 1: Completed by Employer

Completed by employer Section 1 of the Form I-9 is the responsibility of the employer. The employer must verify the identity and employment authorization of the worker.

Section 2: Completed by Employee

Completed by employee Section 2 of the Form I-9 is completed by the employee. The employee must present original documents that establish identity and employment eligibility.

List A (Employer-Verified Documents)

List B (Employee-Bound Documents)

List C (Documents Not Otherwise Listed)

For more information, visit Form I-9 instructions.

U.S. Department of Homeland Security

Form I-9 Instructions

Form I-9 is a document used for verifying the identity and employment status of workers. It is required by law for all employers who hire new employees. The employer must complete Section 1 of the form and the employee must complete Section 2. The form must be completed before the employee can begin working.

Section 1 is completed by the employer and verifies the identity and employment authorization of the worker. The employer must review original documents that establish the worker's identity and employment eligibility.

Section 2 is completed by the employee and requires the employee to present original documents that establish identity and employment eligibility.

List A documents are employer-verified and include Social Security card, passport, birth certificate, and green card.

List B documents are employee-bound and include driver's license, military ID, and school ID.

List C documents are not otherwise listed and require additional verification.

For more information, visit Form I-9 instructions.
Form I-9 Lists of Acceptable Documents

Form I-9 lists of acceptable documents (Form I-9 lists of acceptable documents) include:

- List B documents (List B documents) in List B documents (List B documents),
- unrestricted Social Security card (unrestricted Social Security card)
- List C documents (List C documents)
- I-94 Form I-94 (Form I-94)
- lost, damaged, or stolen (lost, damaged, or stolen)

For more information, see the Handbook for Employers M-274 (Handbook for Employers M-274).
Section 2

If Social Security is not shown on Section 2 of the Employment Authorization Document (EAD) or Section 3 of Form I-9, you may look up your Social Security number (SSN) at the Social Security Administration (SSA) website: www.ssa.gov. If you find your SSN, you should look up your EAD number at the website: www.e-verify.gov.

If you are unable to find your Social Security number, you may look it up by calling the Social Security Administration (SSA) at 1-800-772-1213 (TTY: 1-800-325-0778).

Section 3

Form I-9 Section 1

Information for Refugees and Asylees About the Form I-9

www.justice.gov/ier
www.justice.gov/crt-espanol/ier
TTY 1-800-237-2515

Information for Refugees and Asylees About the Form I-9 | Karen | April 2022