Instructions for completing the Form I-9

The Form I-9 (Employment Eligibility Verification) is a legal document that employers must complete to verify the identity and employment eligibility of new employees.

Before completing the Form I-9, employers and employees should review the Form I-9 instructions and regulations. The Form I-9 instructions provide guidance on how to complete the form, while the Form I-9 regulations provide legal requirements.

The Form I-9 consists of two main parts:

1. Employee Certification
2. Employer Certification

Employees must sign and date the form to indicate that they are authorized to work in the United States. Employers must review and sign the form to verify that employees are authorized to work.

The Form I-9 is used to verify the identity and employment eligibility of new employees. Employers must complete the form within three business days of the employee's first day of work.

The Form I-9 is used by the U.S. Citizenship and Immigration Services (USCIS) to verify that new employees are authorized to work in the United States. Employers must complete the form accurately and completely to avoid penalties.

For more information on completing the Form I-9, please refer to the Form I-9 instructions and regulations.
8 C.F.R. 274a.2(b)(1)(vi)(C)  

A permanent List C document

You are required to maintain a permanent List C document. This document may include your employee identification (EID) number. If you have any questions about how to maintain a permanent List C document, please refer to the Handbook for Employers.

For more information, contact the U.S. Customs and Border Protection at 1-800-237-2155 TTY.

Social Security Administration (SSA)

You may contact the Social Security Administration (SSA) at 1-800-772-1213 TTY to obtain your Social Security Number (SSN). The SSA is the only federal agency authorized to issue SSNs.

If you need to report an SSN you have obtained, please contact the SSA at 1-800-772-1213 TTY.

Handbook for Employers

The Handbook for Employers is available online at www.justice.gov/ier.

1-800-255-7688

www.justice.gov/ier