



EMPLOYMENT VERIFICATION, INVESTIGATIONS, AND AUDITS

Presented by:

Derek Illar

Associate

Eckert Seamans Cherin & Mellott, LLC
600 Grant Street, 44th Floor
Pittsburgh, PA 15219

(412) 566-6771
dillar@eckertseamans.com

**PITTSBURGH,
PENNSYLVANIA**

600 Grant St.
44th Floor
Pittsburgh, PA 15219

P: 412.566.6771

F: 412.566.6099

dillar@eckertseamans.com

PRACTICE AREAS:

[Labor & Employment](#)

[Litigation](#)

[Business Counseling](#)

STATE ADMISSIONS:

New York

Pennsylvania

Virginia

COURT ADMISSIONS:

U.S. District Court for the
Western District of Pennsylvania

EDUCATION:

L.L.M., Commendation, University
of Nottingham Trent, 2018

J.D., cum laude, University of
Pittsburgh School of Law, 2009;
Certificate of International &
Comparative Law

B.A., magna cum laude,
Washington & Jefferson College,
2005

LANGUAGES:

Italian

Spanish



Derek Illar

ASSOCIATE

Derek Illar focuses his practice on labor and employment and business matters. He has significant experience representing clients in court proceedings and before administrative agencies, such as the Equal Employment Opportunity Commission (EEOC), the Pennsylvania Human Relations Commission (PHRC), the Department of Labor (DOL), the Department of Labor and Industry (DLI), and the Unemployment Compensation Board of Review (UCBR).

In addition to litigation, Derek counsels clients to ensure their compliance with federal, state, and local laws, represents them during administrative audits and investigations, assists them with internal audits and investigations, and advises them on the implementation of best practices.

He also complements his practice by representing employers with respect to a variety of employment authorization matters and obtaining various employment-based visas, such as H-1Bs, Ls, Os, and Ps.

Derek also represents and advises businesses and non-profit organizations in connection with their formation, dissolution, and reorganization; governance matters; commercial transactions; and financial transactions.

He also serves as a private mediator and as an Instructor in the Professional Studies Department at California University of Pennsylvania.

REPRESENTATIVE MATTERS

- Obtained summary judgment in a federal civil rights litigation. *Jones v. Trese et al.*, 2018 WL 4344979 (W.D. Pa. 9/11/18)
- Obtained summary judgment in a FMLA and ADA discrimination, retaliation, and interference case. *Colonna v. UPMC Hamot*, 2017 WL 4235937 (W.D. Pa. 9/25/2017)
- Obtained summary judgment on behalf of the employer in a FMLA retaliation and ADA discrimination and failure to accommodate case. *Lavorgna v. Norfolk Southern Corp.*, 2017 WL 5006430 (W.D. Pa. 10/31/17)
- Obtained summary judgment in a PAHRC age discrimination case. *Martin v. Henry F. Teichmann, Inc.*, 2015-3329 (4/28/2017)

- Defended a regional restaurant and catering company against claims of sexual discrimination and retaliation and obtained dismissal of the case
- Represented a regional pediatric practice in connection with allegations of national origin and religious discrimination and resolved the matter before litigation commenced
- Defended and advised a regional trucking company in connection with a wage and hour audit by the Department of Labor and reduced its liability
- Represented a regional holding company in a stock option and breach of contract case against a publically traded company and three national corporations and secured a favorable resolution for his client
- Represented two regional coal companies in a breach of contract, promissory estoppel, and quantum meruit case and secured payment for his clients
- Represented a private, charter airline in two separate, but related breach of contract actions and secured judgments on behalf of his client

PROFESSIONAL AFFILIATIONS

- Pennsylvania Bar Association

COMMUNITY INVOLVEMENT

- La Scuola d'Italia Galileo Galilei, President of the Board

AWARDS AND RECOGNITION

- CILE Fellowship, University of Pittsburgh
- Nordenberg Fellowship, University of Pittsburgh
- Public Interest Fellowship, K&L Gates

NEWS AND INSIGHTS

PUBLICATIONS

- "[Labor & Employment Alert: Recent Significant NLRB Decisions](#)", *Eckert Seamans' Labor & Employment Alert*, January 2018.
- "[News on Pennsylvania's Construction Workplace Misclassification Act](#)," *Eckert Seamans' Construction Law Update*, Spring 2019.
- "Cyber Fatwas and Classical Islamic Jurisprudence," *John Marshall Journal of Information Technology and Privacy Law*, 2010.
- "Unraveling International Jurisdictional Issues on the World Wide Web," *University of Detroit Mercy Law Review*, 2010.

SPEAKING ENGAGEMENTS

- "Sexual Harassment," South Pointe, 2017.
- "From the Classroom to the Courtroom: Trial Tactics for Young Attorneys," Uniontown, Pennsylvania, 2013.
- "Life after Unemployment: Unemployment Compensation Benefits," Uniontown, Pennsylvania, 2012.
- "Early Intervention Services in Public Education," Pittsburgh, Pennsylvania, 2008.

HR FORUM

Employment Verification, Investigations, and Audits

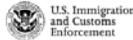
Presented by:
Derek J. Illar, Esq.

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Copyright © 2019 Eckert Seamans Cherin & Mellott, LLC. All rights reserved.

The dreaded “Notice of Inspection”

Office of Investigations
U.S. Department of Homeland Security
[Address]
[Address]



NOTICE OF INSPECTION

[Date]

[Name of Company Official]
[Company Name]
[Company Address]

Dear Sir/Madam:

Section 274A of the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, requires employers to hire only United States citizens and aliens who are authorized to work in the United States. Employers must verify employment eligibility of persons hired after November 6, 1986 using the Employment Eligibility Verification Form I-9.

U.S. Immigration and Customs Enforcement (ICE) regulations require the provision of three days notice prior to conducting a review of an employer's Forms I-9. This letter serves as advance notice that ICE has scheduled a review of your forms for insert date and time. You may, however, waive the three-day period, should you wish to do so, by annotating and signing the bottom of this letter and advising this office of your decision.

During the review, insert name and title of ICE point of contact will discuss the requirements of the law with you and inspect your Forms I-9. The purpose of this review is to assess your compliance with the provisions of the law. ICE will make every effort to conduct the review of records in a timely manner so as not to impede your normal business routine.

Sincerely,

Insert name
Insert title (US or alien)

I wish to waive the three day notice to which I am entitled by regulation.

(Printed Name) (Signature) (Date)

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Overview

- Employer obligations
- Implications of non-compliance
- Enforcement activity
- ICE Audits
- Self-audits

3

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

What are employers' obligations?

- The Immigration Reform and Control Act ("IRCA") prohibits employers from:
 1. Hiring employees who they know do not have authorization to work in this country and
 2. Discriminating against employees on the basis of their citizenship or natural origin

4

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Who can work?

- The IRCA permits the following people to work:
 1. Citizens
 2. Non-Citizen Nationals
 3. Lawful Permanent Residents
 4. Foreign Nationals with Authorization

5

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

How do we verify?

- Employers and employees must complete a Form I-9
- Section 1
 - Employees must complete this part
 - Biographical Information
 - Authorization
 - Translates
 - Three days

6

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

How do we verify?

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number)
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:

1. Alien Registration Number/USCIS Number:	OR	OR Code, Section 1 Do not enter in this box.
2. Form I-94 Admission Number:	OR	
3. Foreign Passport Number:		

Country of Issuance: _____

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparer(s) and/or translator(s) assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____		Today's Date (mm/dd/yyyy) _____	
Last Name (Family Name)	First Name (Given Name)		
Address (Street Number and Name)		City or Town	State ZIP Code

7

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

How do we verify?

- Section 2
 - Employers must complete this part
 - Authorization and identification
 - 1 List A Document or 1 List B and 1 List C Document
 - Physical examination and attestation of inspection
 - Be careful of relying on others

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

How do we verify?

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status		
List A Identify and Employment Authorization		OR		List B Identify	AND	List C Employment Authorization	
Document Title	Issuing Authority	Document Number	Expiration Date (if any)(mm/dd/yyyy)	Document Title	Issuing Authority	Document Number	Expiration Date (if any)(mm/dd/yyyy)
Document Title	Issuing Authority	Document Number	Expiration Date (if any)(mm/dd/yyyy)	Additional Information		OR Code - Section 2 & 3 Do Not Write in This Space	
Document Title	Issuing Authority	Document Number	Expiration Date (if any)(mm/dd/yyyy)	<p>Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.</p> <p>The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)</p>			
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative					
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name			
Employer's Business or Organization Address (Street Number and Name)			City or Town	State	ZIP Code		



How do we verify?

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following:		5. U.S. Military card or draft record		
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner		



How do we verify?

- Section 3
 - Name changes
 - Authorization has expired
 - Rehiring
 - You have a choice
 - Timing is essential
 - Seasonal employees
 - Continuing their employment
 - Reasonable expectation of employment
 - No bright line test

- Retention

11

How do we verify?

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name <i>(if applicable)</i>			B. Date of Rehire <i>(if applicable)</i>
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i>

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative

12

Are there any exceptions?

- Independent Contractors
 - The economic reality test

- Casual domestic service
 - Frequency and duration

- Place of employment

13

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Why should we care?

- Audits tend to show deficiencies in 50% of cases

- Civil penalties

- Criminal liability

14

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Fines - Knowingly Hire / Continuing to Employ Violations

Knowing Hire and Continuing to Employ Violations	Standard Fine Amount		
	First Tier \$548 - \$4,384	Second Tier \$4,384 - \$10,957	Third Tier \$6,575 - \$21,916
0% – 9%	\$548	\$4,384	\$6,575
10% – 19%	\$1,140	\$6,322	\$8,547
20% – 29%	\$1,754	\$7,232	\$11,177
30% – 39%	\$2,411	\$8,174	\$13,807
40% – 49%	\$3,069	\$9,094	\$16,568
50% or more	\$3,726	\$10,026	\$19,242

15

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Fines - Substantive and Uncorrected Technical Violations

Substantive Verification Violations	Standard Fine Amount		
	1st Offense \$220 - \$2,191	2nd Offense \$220 - \$2,191	3rd Offense + \$220 - \$2,191
0% – 9%	\$220	\$1,096	\$2,191
10% – 19%	\$548	\$1,315	\$2,191
20% – 29%	\$876	\$1,534	\$2,191
30% – 39%	\$1,205	\$1,753	\$2,191
40% – 49%	\$1,534	\$1,972	\$2,191
50% or more	\$1,862	\$2,191	\$2,191

16

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Enhancement

Enhancement Matrix

Factor	Aggravating	Mitigating	Neutral
Business size	+ 5%	- 5%	+/- 0%
Good faith	+ 5%	- 5%	+/- 0%
Seriousness	+ 5%	- 5%	+/- 0%
Unauthorized Aliens	+ 5%	- 5%	+/- 0%
History	+ 5%	- 5%	+/- 0%
Cumulative Adjustment	+ 25%	- 25%	+/- 0%

17

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Criminal Penalties

- A pattern or practice is necessary
- Fine of not more than \$3,000 for each unauthorized alien
- Imprisonment for no more than six months

18

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

No one will ever know. Wrong!

- ❑ ICE doubled its investigations in 2018
- ❑ ICE quadrupled its worksite arrests in 2018
- ❑ In the last quarter of 2018
 - 3,510 worksite investigations
 - 2,282 I-9 audits
 - 594 criminal arrests
 - 610 administrative worksite-related arrests
- ❑ ICE wants to conduct up to 15,000 investigations/audits per year

19

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Notice of Inspection

- ❑ This starts the process
 - It will be served on the employer
 - It will include a list of documents
 - It will give you 3 days

20

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

What should you do? Not this!

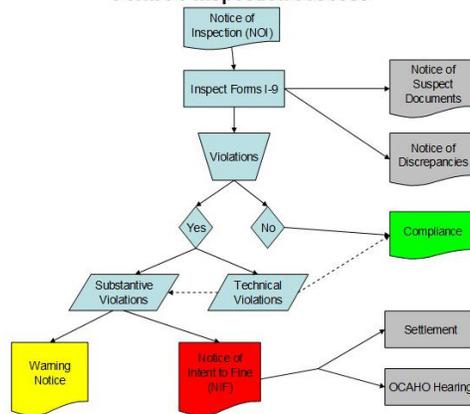


21

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

The I-9 Inspection Process

Form I-9 Inspection Process



22

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

What does ICE want?

- I-9 forms
- Current payroll list that includes for each employee:
 - Name
 - Social Security Number
 - Amount of pay
 - Amount of withholding
- Employee information certification list to include:
 - Current employees with dates of hire
 - Termination date (if applicable)
 - Date of Birth
- Forms DE-6 (Quarterly Wage and Withholding Report) for the most recent fiscal year

23

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

What does ICE want?

- Articles of Incorporation
- Business licenses
- If an electronic database is used for Form I-9s:
 - Name of software product used
 - Internal business practices and protocols related to the generation, use, storage, security and inspection of and quality assurance programs for electronically generated Form I-9s
 - The indexing system identifying how the I-9 data is linked to each employee
 - Documentation of the system used to capture the electronic signature and attestation of the individual signing the form
 - The audit trail for each electronic Form I-9.
 - At least one printed electronically generated Form I-9

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

The fun doesn't end – the “expanded list”

- For the present year:
 - List of all current employees with dates of hire; or
 - Any list that can be produced from the employment database of the business
- For the last three years:
 - List of all terminated employees with hire and termination dates; or
 - Any list that can be produced from the employment database of the business for the last three years
- For the last three years:
 - Copies of quarterly wage and hour reports; and/or
 - Payroll records for all employees (current and terminated) for last three years;
- For the last three years:
 - Quarterly tax statements (IRS Form 941)

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

The fun doesn't end – the “expanded list”

- Assigned account number if the company is a current or previous participant in:
 - E-Verify
 - The Social Security Number Verification Service
- Business information consisting of:
 - Employer Identification Number (EIN)
 - Taxpayer Identification Number (TIN)
 - Owner's Social Security Number (SSN)
 - Owner's address
 - Owner's telephone number
 - Owner's e-mail address
 - Copy of Articles of Incorporation (if applicable)
 - Copies of all business licenses
 - Any other pertinent information

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

26

The fun doesn't end – the “expanded list”

- Regarding delineation of hiring practices:
 - Organizational chart of company management
- Standard Operating Procedure (SOP) or Hiring Policy
- For a three-year period, a list that includes all of the following utilized in the course of the business which names can be produced from information from journals for accounts payable and/or cash disbursements:
 - Contractors
 - Sub-contractors
 - Independent contractors – for this sub-listing, exemplar standard contracts should be produced as well

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

The fun doesn't end – the “expanded list”

- For the last three years, a list identifying
 - Recruiters; or
 - Referrersfor a fee utilized by the business with the names generated from journals for accounts payable or cash disbursements
- For the last three years, a list of all temporary labor agencies used by the business whose names can be produced from the journals for accounts payable or cash disbursements.

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

What will ICE do?

- ❑ It will examine the documents
- ❑ It will run the I-9s through databases

29

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Notice of Inspection Results

- ❑ The employer is in compliance

30

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Warning

- ❑ The employer is in substantial compliance
- ❑ There are some non-substantive errors
- ❑ The errors do not warrant penalties
- ❑ You will be on ICE's radar

31

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Notice of Technical or Procedural Failures

- ❑ There are technical or procedural errors
- ❑ They are not substantive
- ❑ You have 10 days to correct

32

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Notice of Discrepancies

- ❑ An A number does not result in a hit
- ❑ Employer must notify employee
- ❑ Employee must demonstrate authorization
- ❑ You will be on ICE's radar

33

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Notice of Suspect Documents

- ❑ ICE thinks that certain employees are not authorized
- ❑ The employer will need to do a reverification
- ❑ ICE will follow up

34

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Notice of Intent to Fine

- ❑ The employer fails to cure deficiencies
- ❑ There are substantive deficiencies
- ❑ If there is no agreement on the fine, ICE will file a Complaint
- ❑ ICE has 30 days to file a Complaint with the Office of the Chief Administrative Hearing Officer
- ❑ The administrative process is much like litigation
- ❑ The Administrative Law Judge will issue an opinion with 45 days

35

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Tips for an Audit

- ❑ Only an attorney should speak with ICE
- ❑ Be positive, proactive, and communicative
- ❑ Collect the right documents
- ❑ Make copies of everything and create registry of what you give

36

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Self-Audit

- You lost or never completed an I-9
 - Complete a new Form I-9 (use the current form)
 - Use the actual date
 - Never backdate the form
 - Document your corrective action

37

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Self-Audit

1. Identify who will conduct the audit
2. Organize the files (current v. terminated)
3. Review the files
4. Take corrective action

38

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Self-Audit

- The I-9 is incomplete
 - Complete the incomplete section on the same form
 - Use the actual date
 - Never backdate
 - Document your corrective action

39

**ECKERT
SEAMANS**
ATTORNEYS AT LAW

Questions?

Derek J. Illar, Esq.
(412) 566.6771 | dillar@eckertseamans.com

**ECKERT
SEAMANS**
ATTORNEYS AT LAW



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> QR Code - Section 1 Do Not Write In This Space </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.