




Most Common Errors

The following is a list of the most common errors from Page 1 of Form I-9:

- Date format (required mm/dd/yyyy)
- Boxes checked incorrectly
 - Expiration dates not filled in
 - No Alien/USCIS number provided
- No date or signature
- Missing Social Security number
- First and last names reversed

 Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 <small>OMB No. 1615-0047 Expires 08/31/2019</small>	
<p>▶ 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.</p> <p>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.</p>			
<p>Section 1. Employee Information and Attestation <i>(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.)</i></p>			
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		Apt. Number	City or Town
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number	Employee's E-mail Address
		State	ZIP Code
		Employee's Telephone Number	
<p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>			
<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): _____ <small>Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i></small>			
<p>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.</p>			<p>QR Code - Section 1 Do Not Write in This Space</p>
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____			
Signature of Employee		Today's Date (mm/dd/yyyy)	
<p>Preparer and/or Translator Certification (check one):</p> <input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. <i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>			
<p>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.</p>			
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	



Most Common Errors

The following is a list of the most common errors from Page 2 of Form I-9:

- Missing employee info at the top
- IDs entered on wrong List
- Expired IDs
- Incorrect issuing authority
- Not completed within three days
- Manager did not sign
- Helpside name included (this should be the name of your company not Helpside)
- Date format (required mm/dd/yyyy)

Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A		OR	List B	AND	List C
Identity and Employment Authorization		Identity	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			



I-9 Self-Audit

The following are steps to assist with auditing your employees I-9 forms:

1. Start with all active employee
2. Confirm that all active employees have an I-9 on file?
3. Look for basic errors
 - Missing employee info at the top
 - IDs entered on wrong list
 - Expired IDs
 - Incorrect issuing authority
 - Not completed within three days
 - Manager did not sign
 - Helpside name included (this should be the name of your company not Helpside)
 - Date format (required mm/dd/yyyy)
4. Record all edits on correction form. This form can be found on the Helpside web page.

5. Store correction memo and I-9 in an I-9 folder (physical or electronic) separate from all other personnel records.