

Form I-9 Verification Checklist

Section 1

- Full Name is properly filled out
- Address is filled out completely including: apartment number, city, state and zip code
- Other Last Names is filled out (when applicable, if not, N/A appears)
- Date of birth filled out
- Social Security Number is optional for employees, unless the company participates in the [E-Verify](#) program. *(If an employee lists his/her social security number, compare to documented identification if listed below)*
- E-Mail Address and Telephone Number is either filled out (Optional), or marked N/A.
- Employee attests that he/she is authorized to work by marking one of the check boxes AND when applicable, filling out his/her Alien Registration Number or USCIS Number *(compare to documented identification if listed below)*. Aliens authorized to work include a document expiration date, an Alien Registration Number/USCIS Number, OR a Form I-94 Admissions Number, OR a Foreign Passport Information if applicable (compare to documented information if listed below).
- Employee signature appears in the proper location
- The date is filled out - on or before the first day of employment, but not before accepting a job offer
- The appropriate box is checked in the Preparer/Translator Certification area (if 07/17/17N Version of Form)
- Preparer/Translator Certification is filled out correctly and signed by the preparer/translator, if applicable

Section 2

- Employee's full name is properly filled out and the appropriate information is in the Immigration/Citizenship Status box (if applicable).
- Identification is documented in the proper column – *according to the attached "Lists of Acceptable Documents"*
- Document title from Lists of Acceptable Documentation, Issuing Authority, Document Number and Expiration Date (if any) is fully recorded on proper lines and includes correct information
- No additional identification has been accepted (even if voluntarily provided by the employee)
- All copies of identification are attached to all Forms I-9 (if your practice is to make copies). No copies of additional identification not used in Section 2 is attached.
- The employee's first date of employment is entered in blank appearing in the Certification block
- Person who has verified documentation has signed, filled in date, title, printed name, and business name and address
- The date in Section 2 is within 3 business days of the employee's first day of employment

Section 3

If the employee's Form I-9 is not the most recent version, the newest version must be used for reverifications, rehires or name changes. If you need to use the current version of the Form I-9, write the employee's name at the top of Section 2, complete Section 3 as needed, and attach to the employee's original Form I-9. As of September 18, 2017 is [Rev. 07/17/2017N](#).

New name is filled out, if the employee has legally changed his/her name when updating or reverifying

New date of hire is filled out, if the employee is being rehired

If an employee is rehired within three years of the date an I-9 was originally completed and the employee is still eligible to be employed on the same basis as previously indicated, complete Block B and the signature Block.

Documentation is correctly filled out in Block C

If an employee is rehired within three years of the date an I-9 was originally completed and the employee's work authorization has expired OR if a current employee's work authorization is about to expire, complete Block C.

Making Corrections

New Forms are filled out for those that are missing; Do not backdate Section 1 or Section 2

Reverify work authorization for any employees whose work authorization has expired; Do not backdate Section 3 and use correct version of the Form

Missing information is conspicuously inserted, initialed, and dated

Only employees may make changes to Section 1

Mistakes are not retroactively corrected – errors are lined through and changes are initialed and dated

OR

New Forms I-9 are completed with prior incomplete or incorrect Forms attached

Only when absolutely necessary

A note is attached explaining the error and correction, when appropriate

For additional help regarding how to correctly complete or correct Form I-9s, contact your local Employers Council office.

[Colorado Springs, CO](#) / 716.667.0677

[Denver, CO](#) / 303.839.5177

[Loveland, CO](#) / 970.223.4107

[Salt Lake City, UT](#) / 801.364.8479

[Scottsdale, AZ](#) / 602.955.7558