

If section one was completed by employee, he/she can be found by using the “pending I-9” or “search for employees” function. If the employee completed section one on their own, once you click on their name, it will take you directly to section two.

If you need to complete section with the employee, click “Create I-9”.

Section one notes:

- Required to be completed no later than the employees first day of employment.
- If an employee is on a F-1, or J-1, there will be no A#, the I-94 number should be used.
- E-mail address and phone number are optional fields.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[I-9 Instructions](#) [I-9 Instrucciones](#)

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 Names Used (if any)	
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)			Apt. Number	City or Town	State	Zip Code
<input type="text"/>			<input type="text"/>	Charlottesv	VA	22903
Date of Birth	U.S. Social Security Number	E-mail Address		Telephone Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
<i>(mm/dd/yyyy)</i>		<i>(optional)</i>		<i>(optional)</i>		
Location						
<input type="text" value="31110 AR-Planning Dept"/>						
Hire Date (mm/dd/yyyy)						
<input type="text" value="05/03/2013"/>						

- Complete section one. Note the email address and telephone number fields are optional.
- Enter the org. the employee will work in.
- Enter hire date. Hire date can be future dated.

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):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number):
- An alien authorized to work until (expiration date, if applicable, mm/dd/yy):
 - Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

- Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

Last Name (Family Name)

First Name (Given Name)

Address (Street Number and Name)

City or Town

State

Zip Code

- By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

Cancel

Continue

- Check the appropriate citizenship box. LPR's are under the Lawful Permanent Resident and the Alien/USCIS number is required to be entered. Ead, E3, F1, H1b, J1, TN, or O'1 will be under the "An Alien authorized to work until". The expiration date will come from the I-94/I20/Ds2019/I797 notice, depending on the visa type. With this type of citizenship, you will enter the employee's alien/uscis number, or I94 number and the foreign passport number, or if the employee obtained form I94 within the U.S. the check box will need to be checked. This would be if the employee received an H1b/O1 extension or change of status in which the employee will receive a new I-94 number but does not leave the U.S.

Employee Review

[I-9 Instructions](#) [I-9 Instruccion](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Name: [REDACTED]
Other Names Used:
U.S. Social Security Number: [REDACTED]
Date of Birth: [REDACTED]
Address: [REDACTED]
Charlottesville, VA 22903
E-mail Address:
Telephone Number:
Hire Date: 05/03/2013
Work Status: An alien authorized to work
Alien Registration Number/USCIS Number:
I-94 #: [REDACTED]
Alien Work Until Date: [REDACTED]
Foreign Passport Number: [REDACTED]
Country of Issuance: China - CHN
Obtained I-94 from USCIS:

[↕ Change Information](#)

Employee Electronic Signature [\(English | Español\)](#)

By checking this checkbox I attest to the following:

- 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 understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

Back

Cancel

Continue

- Review information.

The I-9 Specialist will select the **Visa Type** that the employee is on (If unsure of the visa type to select, please call HR-CIS).

NOTE:

EAD card.

Acceptable combinations:

List A

- EAD card

E3: I-94

Acceptable combinations:

List A

- Foreign passport w/I-94
- List B & C
- Driver's license/ID and SS card

F-1: Will have an I-20.

Acceptable combinations:

List A

- Foreign passport w/I-94 and I-20
- List B & C
- Driver's license/ID and I20

H-1B: Will have an I797.

Acceptable combinations:

List A

- Foreign passport w/I-94
- List B & C
- Driver's license/ID and I797
- Driver's license/ID and SS card

J-1: Will have a DS-2019.

Acceptable combinations:

List A

- Foreign passport w/I-94 and DS-2019
- List B & C
- Driver's license/ID and DS2019

LPR:

Acceptable combinations:

List A

- Foreign passport w/I-94
- I-551 stamp within passport
- List B & C
- Driver's license/ID and I797
- Driver's license/ID and SS card

TN: I-94

Acceptable combinations:

List A

- Foreign passport w/I-94

List B & C

- Driver's license/ID and SS card

O'1: Will have an I797.

Acceptable combinations:

List A

- Foreign passport w/I-94

List B & C

- Driver's license/ID and I797

- Driver's license/ID and SS card

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

Employee:

Luwam Bokure

Hire Date:

[Auto-Fill](#)

Location:

[↕ Review/Change Section 1 Information](#)

[🔗 View and Print or Email Employee Receipt](#)

Visa Type:

Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

- Select the documents presented.
- Hit continue.

Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List A document - Foreign Passport with I-94 or I-94A and I-20

Document Title: Foreign Passport

Issuing authority (country):

China - CHN

The foreign passport country on the document is the same

[Sample Document](#)

Passport #:

██████████

The number on the document is the same

Passport expiration date (mm/dd/yyyy):

Document Title: I-94 or I-94A

I-94 #:

██████████

The number on the document is the same

I-94 expiration date (mm/dd/yyyy):

- Document has an expiration date
 The document does not have an expiration date
 Document states 'D/S'

Document Title: I-20

I-20 #:

I-20 expiration date (mm/dd/yyyy):

[Back](#)

[Cancel](#)

[Continue](#)

- Enter document information. Verify I-94 number. If the employee is on a F1 or J1, “Document states D/S” box will be checked. If the employee is on an h1b, TN or E3, the expiration date will be on the I-94.
- Enter the I-20 or DS-2019 number (found at the top of the I20 or DS2019 form, begins with a “N”).
- Enter the expiration date from the I-20 or DS-2019. Click continue.

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

Name: [REDACTED]
Other Names Used: [REDACTED]
U.S. Social Security Number: [REDACTED]
Date of Birth: [REDACTED]
Address: [REDACTED]
charlottesville, VA 22903
E-mail Address: [REDACTED]
Telephone Number: [REDACTED]
Hire Date:: 07/15/2013
Work Status: An alien authorized to work
Alien Registration Number/USCIS Number:
I-94 #: [REDACTED]
Alien Work Until Date: 12/15/2013
Foreign Passport Number: [REDACTED]
Country of Issuance: China - CHN
Obtained I-94 from USCIS:

Group: HR-Human Resources_1
Location: 20030 HR-Human Resources

[↕ Change Information](#)

Visa Type: F-1

Document Information Summary

List A document: Foreign Passport with I-94 or I-94A and I-20
Document Title: Foreign Passport
Issuing authority (country): China - CHN
Passport #: [REDACTED]
Passport expiration date (mm/dd/yyyy): [REDACTED]
Document Title: I-94 or I-94A
I-94 #: [REDACTED]
I-94 expiration date (mm/dd/yyyy): D/S
Document Title: I-20
I-20 #: [REDACTED]
I-20 expiration date (mm/dd/yyyy): 05/18/2014

- Review information entered.

Employer Electronic Signature ([English](#) | [Español](#))

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): 5/3/2013

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

I have read and agree with the certification statement above.

Back


Cancel

Continue

I-9 is Completed.

If an EAD card or LPR card was used for the I-9, a copy will need to be attached.

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
5/24/2013	Original I-9		 Attach File

Comments

Date	Short Description	Username
------	-------------------	----------

- Click on Attach File.

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

The screenshot shows a form titled "File Information" with a "Receipt" checkbox in the top right. The form contains the following fields and controls:

- Select document:** A dropdown menu with a downward arrow.
- Image file to attach:** A text input field followed by a "Browse..." button. Below this is the text "(TIF, GIF, JPG, PDF)".
- Document Name:** A text input field.
- First Name:** A blacked-out text input field.
- Middle Initial:** A blacked-out text input field.
- Last Name:** A blacked-out text input field.
- SSN:** A blacked-out text input field.
- Upload** and **Finished** buttons at the bottom.

- Select document from the drop down list.
- Select image to upload.
- Click upload, verify picture is correct.
- Click Finished.