

DON'T FORGET

- No white out is allowed. Please cross out mistakes and initial and date it.
- Only blue or black ink is allowed. Please do not type it.
- No highlighter.
- Please print the I-9 on white paper. The list of acceptable documents should be copied on the back of the form so that the employee is able to review them.
- The employer is responsible for viewing **original documents**.
- The employer is not able to request specific documents. Employees are able to choose any document from the list of acceptable documents (either one document from List A or a document from List B and List C).

Reasons the I-9 form may be returned to you:

- An old version of the I-9 form is used.
- The I-9 form is filled out using pencil or ink in colors other than blue or black.
- Any part of the I-9 form, other than the business address, is typed.
- The I-9 form is a fax or copy. Only originals will be accepted.
- Any applicable portion of Section 1 is left blank:
 - Address is not their home address (i.e. work address)
 - No date of birth
 - Not checking off the work authorization box
 - Not entering Alien or Admission numbers when needed
 - Not entering the work eligibility expiration date when needed
 - Missing employee's signature or date
 - Transposing the date of signature with the date of birth
- Section 2 Problems:
 - Insufficient document title (i.e. Driver's License).
 - Lack of issuing authority, document # or expiration dates, when needed
 - Only List B filled in or only List C filled in. (Remember, it must be B + C)
 - Filling in List B with a List C document or vice versa.
- Lack of signature, printed name, title, business/organization name, and date the employer signs.