

Step-by-Step Guide to Completing the New I-9 Form

Learn & share how to complete the new i-9 form and stay compliant.



Step-by-Step Guide to Completing the New I-9 Form

Completing the new I-9 form can be a daunting task. Employers are required to verify the legal status of newly hired workers and update any changes to their eligibility over time. This step-by-step guide is designed to simplify the process and help both employers and employees complete the form quickly.

Section 1. Employee Information and Attestation

Employees must complete section one no later than on their first day of employment and after they have accepted the job offer. Employees should follow the below steps to complete this section:

- 1. Enter your personal details**, such as name, contact information, and date of birth.
- 2. Attest to one of the following four statements and check the corresponding box:**
 - I am a citizen of the United States
 - I am a noncitizen national of the United States
 - I am a lawful permanent resident. *An Alien Registration Number/USCIS Number is required.*
 - I am an alien authorized to work. *An expiration date or the term "N/A" must be inputted, as well as an Alien Registration Number/USCIS Number, Form I-94 Admission Number, or Foreign Passport Number.*
- 3. Sign and date the form.**
- 4. Confirm whether a preparer and/or translator was used in completing this section** by checking the corresponding box. The preparer and/or translator's contact details must also be entered.
- 5. Submit one document from List A or a combination of documents from Lists B and C to the employer.** A full list of acceptable documents can be found on page three of the form.



Section 2. Employer or Authorized Representative Review and Verification

Section two must be completed by the employer within three days of employment. If an employee is hired for less than three days, section two must be completed no later than the first day of employment. It is illegal for employers to discriminate against workers based on their citizenship or immigration status. Employers, follow the below steps to complete section two:

1. **Examine the documents** submitted by the employee and determine whether they appear genuine. If the documents are acceptable, continue to step two.
 - a. If the documents appear invalid, you may request replacements from the employee.
 - b. If the employee fails to submit valid documentation, you may terminate the position within the first three days of employment.
2. **Enter the employee's name and immigration status previously attested to in section one.**
 - a. If you find errors in section one, correct them and initial and date the new information.
3. **Enter details from the employment authorization document(s)**, such as title, issuing authority, document number, and expiration date.
4. **Enter the employee's first date of employment.**
5. **Enter employer details**, such as title, company name, and address.
6. **Sign and date the form.**

An authorized representative may complete section two if you are not able to review the documents in person. However, employers are held liable for any errors or illegal actions taken by the representative.

Section 3: Reverification and Rehires

This section is to be completed by the employer when an employee legally changes his or her name, is being rehired, or the previously submitted employment documents have expired and require reverification.

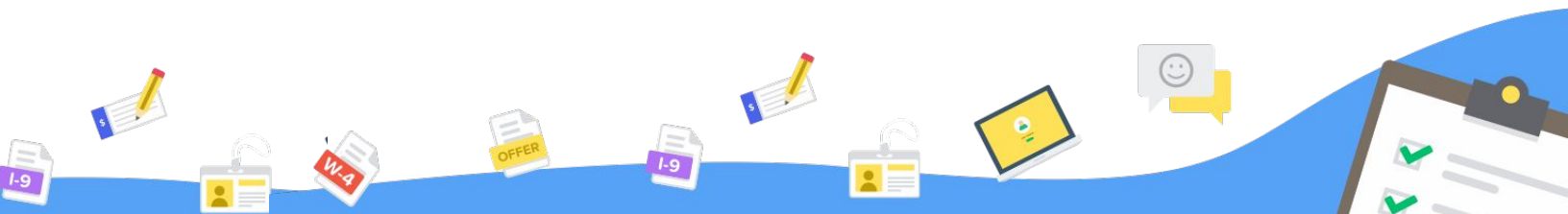
If a current employee requires re-verification, the form must be completed *before* the current employment authorization documents have expired.

Rehires and Reverifications

If the employee is being rehired or reverified within three years of completing the first i-9 form, the same form may be used. A new form must be used for rehires or reverifications outside of this time frame.

1. **Enter the employee's new name in Block A**, if applicable. Only enter the part of the name that has changed.
2. **Enter the rehire date in Block B**, if applicable.
3. **Review and enter the details of newly obtained, valid documents** in Block C *only* if the worker's current employment authorization documents from List A or C are set to expire and need reverifying. Documents in List B do not apply to reverification.
 - a. If section three has already been completed during previous reverifications or rehires, complete this section on a new form and attach it to the old one.
4. **Sign and date the form.**

The term *N/A* must be written in blocks that do not require information. United States citizens, noncitizen nationals, or lawful permanent residents with a valid I-551 do not require reverification. An authorized representative may be used to complete this section on behalf of the employer.



Automate and streamline your HR workflow with GoCo!

Rated ★★★★★ for easiest automated HR + benefits



Automated HR + Benefits

Streamlined onboarding, PTO, benefits, and more.



Your Workflow, Your Way

Bring your own apps, payroll, benefits & broker.



Document Management

Central hub for sending, signing, and organizing all HR data.



Compliance Support

Stay on top of employee and benefits compliance requirements.



Easy Employee Self-Serve

Delightful employee experience all their HR tasks.



First-Class Customer Support

Dedicated customer success manager for every step of the way.

Try it Free Forever!

www.goco.io/tour



Automate and streamline your HR workflow with GoCo!