I-9 Common Mistakes

Common Mistakes in Section 1

• Employee does not enter other names used or date of birth
• Employee does not enter “A” number/USCIS number after selecting “A Lawful Permanent Resident”
• Employee does not enter “A” number/USCIS number or Form I-94 Admission number after selecting “An alien authorized to work until”
• Employee does not sign or date the attestation
• Employee does not check one of the boxes indicating that he or she is a citizen or national of the United States, a lawful permanent resident, or an alien authorized to work until a specified date—or checks multiple boxes attesting to more than one of the above

Common Mistakes in Section 2

• Employer does not complete the employee name at the top of page 2 (above document information)
• Employer does not enter acceptable List A document or acceptable List B and List C documents on the form
• Employer does not enter the document title, issuing authority, number(s) or expiration date for the documentation presented
• Employer does not enter its business title, name or address
• Employer does not enter the date employment began (i.e., date of hire)
• Employer does not sign, date and print name in the Certification
• Employer does not complete Section 2 by the third business day after the date the employee began employment, or, if the employee is hired for three business days or less, at the time the employee started employment

General Tips for Completing Forms I-9

• Ensure that the information on the form is clear and can be read
• Ensure formatting of information is correct (last name, first name, middle initial; date mm/dd/yyyy)
• Highlighting marks, hole punches and staples should not interfere with the ability to read the information on the form
• Abbreviations used should be widely understood
• All applicable sections of the form must be fully completed
• Use the current version of the Form I-9