AGENDA

- Employment Eligibility Verification, Form I-9
- E-Verify and E-Verify Resources
- Employee Rights Toolkit
- Self Check
- Resources
Employment Eligibility Verification, Form I-9
Completing Form I-9

Section 1. Employee Information and Attestation

Employee Last Name, First Name, and Middle Initial from Section 1:

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
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</thead>
<tbody>
<tr>
<td>Document Title</td>
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<td>Issuing Authority</td>
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</tbody>
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Certification

I, [Employee's Name], do solemnly swear, affirm, or state, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-identified document(s) expired for any reason and are not currently valid, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Employee's First Day of Employment (mm/dd/yyyy)

Section 3. Reverification and Rehires

A. New Name (if applicable) Last Name, First Name, and Middle Initial

B. Date of Rehire (mm/dd/yyyy)

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below:

Document Title

Document Number

Expiration Date (mm/dd/yyyy)

Affidavit, under penalty of perjury, that to the best of my knowledge, the employee is authorized to work in the United States, and if the employee presented document(s) of the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Employee's Business or Organization Address (Street Number and Name) City or Town State Zip Code

Form I-9 03/08/13 N
Form I-9 Employee Information Sheet

Form I-9, Employment Eligibility Verification

Employee Information Sheet

1. What is the purpose of the Form I-9? Federal law requires employers to verify the identity and employment authorization of new employees and to reverify employment authorization only in certain instances at a later date. Employers must use Form I-9 to do this. Your employer will ask you to complete Section 1. Please review the instructions and print clearly.

2. Who keeps Form I-9? Your employer will keep your completed Form I-9, but must share it with certain government agencies when requested. Official from the Department of Homeland Security from the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSCE) at the Department of Justice, and from the Department of Labor may inspect an employer's Form I-9.

3. Must I fill out everything in Section 1? No. The three optional fields are: (1) Social Security Number, (2) Email Address, and (3) Telephone Number. If your employer uses E-Verify, you must provide your Social Security Number. If you provide your email address and phone number, E-Verify will be able to give you important information regarding your E-Verify case.

4. Should I complete Section 2 or Section 3? No. Section 2 and Section 3 are completed by your employer.

5. Is Form I-9 available in other languages? Yes. Form I-9 is also available in Spanish for the in Puerto Rico. Outside Puerto Rico, the Spanish version can be used only to help employees and employers complete the English language form.

6. May someone who understands English help me fill out Form I-9? Yes. You may ask someone to help you complete the form. Common examples are where you need the form translated for you or need help writing in your information. The person who translates or completes the form for you must complete the “Preparer and/or Translator certification” on Form I-9. However, you personally must sign Section 1.

7. Which documents do I need to show my employer? You need to show your employer documents from the “List of Acceptable Documents.” The list is part of Form I-9. You decide which document or documents to show from the list. Your employer cannot ask or require that you show a certain document.

8. Do I need to show my employer one or two documents? It depends. Some employees choose to show only one document from “List A” to prove both identity and work authorization. Other employees choose to show a combination of documents – one from “List B” showing their identity and one from “List C” showing work authorization. For the complete list of documents that you can use, look at the “List of Acceptable Documents.”

9. What will happen if I do not complete Section 1 and/or present acceptable documents? If you do not complete Section 1 of Form I-9 and/or present acceptable documents, your employer can terminate your employment.

10. Can I get in trouble if I lie on the form? Yes. You may be subject to criminal charges if you lie or present false documents for Form I-9.

11. Who can I call if I have questions, or if I think my employer is treating me unfairly based on my national origin or citizenship status? For questions about Form I-9, call USCIS at 1-888-464-4218. If you believe you have been treated unfairly based on your national origin or citizenship or immigration status, or have questions about your right, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices at 1-800-255-7688 (language assistance is available) or 1-800-333-5737 (TDD).

12. How can I learn more about the Form I-9 and my rights and responsibilities as an employee? Please visit I-9 Central (www.uscis.gov/i-9central). USCIS also offers monthly webinars on employee rights and responsibilities. USCIS also offers free webinars for employees in English and Spanish, and a schedule is available on USCIS’s website (www.justice.gov/ctf/abcam/rse).

M-1116 Form I-9 Employee Information Sheet 01/28/14
Form I-9 Vignettes

- Section 1 Vignette

- Section 2 Vignette

- Section 3 Vignette
What is **E-Verify**?

No-cost web-based service for employers

Fast and easy to use

**Electronically verifies** the **employment eligibility**

- Newly hired employees
- Existing employees assigned to work on a qualifying federal contract

Helps maintain a legal workforce

Protects jobs for authorized workers

**Partnership between the U.S. Department of Homeland Security and the Social Security Administration**
E-Verify Employers Search Tool*

- Launched December 18, 2012
- Searchable database
- Search and view
- Employers that actively use E-Verify system

* The E-Verify Employers Search Tool only includes employers and federal contractors who have self-reported that their company has five or more employees.
How does E-Verify work?

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the day of employment and return it to the employer.)

- Name (If Individual)
- Address
- City or Town
- State
- Zip Code
- U.S. Social Security Number
- E-mail Address
- Telephone Number

I am authorized by the U.S. government to work in the United States (See instructions)

Section 2. Reverification and Rehires (To be completed and signed by employer or authorized representative)

- Employee’s Business Organization Address
- City or Town
- State
- Zip Code

I attest, under penalty of perjury, that this employee is authorized to work in the United States and that the information is true and correct.

Signature of Employee or Authorized Representative

Employment Authorized

SSA TNC

DHS Verification in Process
E-Verify Outreach and Logo Information

- Free Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
You can confirm your work eligibility.

E-Verify Self Check is a voluntary, fast, free, and secure online service that allows you to check your employment eligibility. If an information mismatch is found in your government records, you'll learn how to correct it before you start a new job.

Apply with confidence.
For more information, visit www.uscis.gov/everifyselfcheck
Self Check?

- Self Check is the FREE and SECURE online service that lets job seekers make sure their records are accurate BEFORE an employer checks their employment eligibility.
- Self Check is available nationwide and is also available in Spanish!
- Self Check lets jobseekers verify the same records employers check in E-Verify.
Self Check

Website:
www.uscis.gov/selfcheck
www.uscis.gov/selfcheck/espanol
Employee Rights Toolkit

Can be accessed at  www.dhs.gov/E-Verify or can be ordered in DVD/CD from www.uscis.gov.

Content includes:

- Employee rights and responsibilities in the employment eligibility process
- USCIS Multilingual Engagements
- How to prevent an E-Verify TNC
- How to use Self Check
- The Unauthorized Practice of Immigration Law and how to avoid Immigration scams
- How to report immigration-related unfair employment practices
Foreign Language Resources

- Form I-9 Employee Information Sheet
- You should know your Rights and Responsibilities Under E-Verify
- Video of Employee Rights and Responsibilities
- Presentation of E-Verify Overview
- DHS Tentative Nonconfirmation Further Action Notice and Referral Date Confirmation
- SSA Tentative Nonconfirmation Further Action Notice and Referral Date Confirmation
Resources and Customer Service

Employer Hotline: (888) 464-4218
Employee Hotline: (888) 897-7781

Form I-9 E-Mail: I-9Central@dhs.gov
Form I-9 Website: www.uscis.gov/I-9Central

E-Verify
E-Verify Website: www.dhs.gov/E-Verify
E-Verify Email: E-Verify@dhs.gov
E-Verify Employee Hotline: (888) 897-7781

Employee Rights Toolkit

Request a free Webinar:
NVOC-DG-Outreach@uscis.dhs.gov
Disclaimer

Immigration law can be complex.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our website: www.dhs.gov/E-Verify