

Form I-9 Checklist



You should be using the I-9 form that expires 03/31/2016.

Section 1. Employee Information and Attestation (page 7) :

- ☐ Give the employee the I-9 (all pages, including the Lists of Acceptable Documents and Instructions) to complete.
NOTE: Never request specific documents. Let the employee choose the documents *but* inform them that because LKGI participates in E-Verify, you can only accept List B documents that bear a photo.
- ☐ Check that the employee has completed all fields.
 - ✓ Name: The employee must use his/her legal name in the correct order – Last, First, Middle. Enter N/A if employee has no middle initial or if no other names have been used. If the employee has two last names, include both. If employee hyphenates last name, include the hyphen (-) between the names.
 - ✓ Address: Employee needs to list physical address where they currently reside. NO Post Office Box addresses allowed! If employee does not have an Apt Number, list N/A in that field box.
 - ✓ Date of Birth: mm/dd/yyyy format **MUST** be used. *LKGI can be fined for not using this format!*
 - ✓ Social Security Number: Employee **MUST** provide SSN because LKGI participates in E-Verify.
→ NEW – *Voluntary fields*
 - ✓ E-mail Address and Telephone Number: Employee *may* provide his/her personal E-mail Address and Phone Number OR write N/A in these fields. **DO NOT LEAVE EITHER FIELD BLANK.** (These are additional ways for Dept of Homeland Security to contact the employee regarding a potential mismatch of information provided.)
 - ✓ Citizenship Attestation: The employee must select 1 of the 4 categories.
 - ✓ Signature of Employee: The employee must sign his/her legal name. Form is not valid without signature.
 - ✓ Date: mm/dd/yyyy format **MUST** be used.
- ☐ Preparer and/or Translator Certification: If someone assisted the employee they must complete Section 1.

Section 2. Employer Review and Verification (page 8) :

- ☐ Collect I-9 from employee. Keep Section 2 (page 8), the Lists of Acceptable Documents (page 9), and the employee's documents in front of you.
- ☐ Enter the employee's last name, first name and middle initial from Section 1 at the top of Section 2.
- ☐ The person who examines the documents must be the person who completes Section 2. The document examiner & the employee must both be physically at this time.
- ☐ Review the employee's documents. Accept only ORIGINAL, UNEXPIRED documents.
 - ✓ Valid documentation is one of the following: One document from List A, **or** one from List B (*bearing a photo*) and one from List C. Do not ask for or accept more than is required.
 - ✓ **You** are responsible for making sure the documents the employee provides are listed on the Lists of Acceptable Documents (page 9). Pay close attention to details in the document description boxes.
Example: Not all Social Security Cards are acceptable- see specific restrictions in List C-Box 1 on the Lists of Acceptable Documents (page 9).
 - ✓ The document **MUST** be original* – photocopies are NOT acceptable.
*The only exception is a certified copy of a birth certificate.
 - ✓ Be sure the document is UNEXPIRED.
 - ✓ Be sure the employee has signed the documents, if applicable.
- ☐ Record each document title, issuing authority, document number, and expiration date, if any.
- ☐ Enter the employment begin date. mm/dd/yyyy format **MUST** be used. Do not leave this space blank!
- ☐ Sign and date.
 - ✓ Only the person who **viewed** the original documents can complete this section.
- ☐ Record your title, name, and LKGI information in the appropriate filed boxes.
- ☐ Return the employee's documents. (Do **not** make a photocopy of the documents.)
- ☐ Keep the Lists of Acceptable Documents (page 8) and Instructions (pages 1-6) for your next hire.
- ☐ Forward completed I-9 form Sections 1 and 2 (pages 7 and 8) to Office Manager within 3 days of employee hire date for E-Verify completion.

QUESTIONS? Call HR!