

Diocese of Yakima

Appendix P1 – Instructions for completing Form I-9

Employment Eligibility Verification

Read the Form I-9 Instructions carefully before completing this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. This section is completed by the employee:

- Legal first and last name and middle initial, other last names used (e.g. if employee legally changed their name, input their previous legal name), address, birthdate, social security number (if SSN is applied for but not yet received, leave blank until it is received), email address (optional) and telephone number (optional)
- Attestation of U.S. citizenship, residency or authorization to work in the U.S.
- Signature
- If employee is assisted by a translator – the preparer and/or translator completes and signs the “Preparer and/or Translator Certification” section of the form.

Section 2. This section is completed by the employer (preferably the same individual who is completing the Diocesan Employee New Hire Checklist and/or onboarding the new employee):

- This section must be completed within 3 business days of the employee’s first day of employment.
- The new employee must choose which documents to present. The individual completing this section cannot select which documents the employee must present.
- All documents presented must be unexpired.
- All documents presented must reasonably appear to be genuine or reliable. If not, the document should be rejected and the employee should be provided the opportunity to present other documents from the Lists of Acceptable Documents.
- Documents must be reviewed in the physical presence of the employee.
- Start by writing in the name and citizenship/immigration status of the employee as provided by the employee from Section 1.
- The individual completing this section must physically examine **one document from List A OR a combination of one document from List B and one**

document from List C. (If using E-Verify, copies must be made and retained with Form I-9 in case of an inspection by DHS or another federal government agency. Originals must be returned to the employee. For non E-Verify employers, if photocopies are made, they should be made consistently for ALL new hires and reverified employees. Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. You are still responsible for completing and retaining Form I-9.)

▪ **List A acceptable documents (to verify both identity and employment authorization):**

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - Foreign passport; and
 - Form I-94 or Form I-94A that has the following:
 - An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

▪ **List B acceptable documents (to verify identity):**

- Driver's license or ID card issued by a State or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card

- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- For person's under age 18 who are unable to present a document listed above:
 - School record or report card
 - Clinic, doctor, or hospital record
 - Day-care or nursery school record
- The individual completing this section must fill in the detailed information noted in the spaces provided under List A if one document from List A is provided **OR** Lists B and C if one document from List A and one document from List B is provided
 - **List C acceptable documents (to verify employment authorization):**
 - A Social Security Account Number card, unless the card includes one of the following restrictions:
 - NOT VALID FOR EMPLOYMENT
 - VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
 - Certification of report of birth issued by the Dept. of State (Forms DS-1350, FS-545, FS-240)
 - Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the U.S. bearing an official seal
 - Native American tribal document
 - U.S. Citizen ID Card (Form I-197)
 - Identification Card for Use of Resident Citizen in the United States (Form I-179)
 - Employment authorization document issued by the Dept. of Homeland Security
- **Certification**
 - **All portions of the Form I-9 must be reviewed and the individual providing this certification must make sure all parts are completed properly. Any errors found must be corrected prior to certification.**
 - Complete employee's first day of employment in the space provided
 - Signature of individual who completed Section 2 and viewed the new employee's documents, plus today's date, their title, name, name of employer, employer's address, city, state and zip code

Section 3. Reverification and Rehires – This section is completed only when reverifying and rehiring employees. Reverifying occurs when an employee’s documents that were originally presented have expired. Rehiring is when an employee has been terminated and has returned within three (3) years from the date the original I-9 was completed.

Fill in the last name, first name, middle initial and date of rehire (if applicable). Then fill in the details of the new documents presented from List A or List C by the employee according to the guidance below.

- Reverification:
 - Reverification must be completed prior to the earlier of:
 - The expiration date, if any, of the employment authorization stated in Section 1, or
 - The expiration date, if any, of the List A or List C employment authorization document recorded in Section 2 (with some exceptions listed below)
 - Exceptions:
 - Some employees may have entered “N/A” in the expiration date field in Section 1 if they are aliens whose employment authorization does not expire. Reverification does not apply unless the employee presented evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.
 - Do not reverify U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551). Reverification does not apply to List B documents.
 - For reverification, an employee must present unexpired document(s) from either List A or List C showing he or she is still authorized to work.
 - You CANNOT require the employee to present a particular document from List A or List C.
 - The employee is also not required to show the same type of document that he or she presented previously.
- Rehires:
 - If you rehire an employee within three (3) years from the date the original I-9 was executed, you may either rely on the employee’s previously executed Form I-9 or complete a new Form I-9.
 - If you choose to rely on a previously completed Form I-9, follow these guidelines:
 - If the employee remains employment authorized as indicated on the previously executed Form I-9, no additional documentation is required to be presented. Provide in Section 3 the employee’s rehire date, any name changes if applicable, and sign and date the form.

- If the previously executed Form I-9 indicates that the employee's employment authorization from Section 1 or employment authorization documentation from Section 2 that is subject to reverification has expired, then reverification of employment authorization is required in Section 3 in addition to providing the rehire date. If the previously executed Form I-9 is not the current version of the form, you must complete Section 3 on the current version of the form.
- If you already used Section 3 of the employee's previously executed Form I-9, but are rehiring the employee within three years of the original execution of Form I-9, you may complete Section 3 on a new Form I-9 and attach it to the previously executed form.
- Employees rehired after three years of original execution of the Form I-9 must complete a new Form I-9.

Other guidance:

- Employers may photocopy or print blank Forms I-9 for future use.
- All pages of the instructions and Lists of Acceptable Documents must be available, either in print or electronically, to all employees completing this form.
- Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer and for a specified period after employment has ended.
 - Specified period - Once the individual's employment ends, the employer must retain this form and attachments for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.
- Employers are required to retain the pages of the form on which the employee and employer entered data.
- If copies of documentation presented by the employee are made, these copies must also be retained.
- All Forms I-9 must be signed manually (by hand) to be considered complete.
- Completed Forms I-9 and all accompanying documentation should be stored in a safe, secure location.
- Forms I-9 may be generated, signed, and retained electronically.

For additional guidance, see the Instructions for Form I-9, Employment Eligibility Verification.