Obtain Current I-9 Document at

[**http://www.uscis.gov/sites/default/files/files/form/i-9.pdf**](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)

**Section 1**

Name, address, maiden name and date of birth are completed

Social Security number is voluntary, except for employers who participate in the E-Verify program

Employee identified his or her citizen/immigration status by checking correct box

Employee signed and dated the form on the date of hire

Preparer or translator section is completed if someone other than the employee completed Section 1 on behalf of the employee

**Section 2**

One document from List A is listed and completed or one document from List B **and** one from List C are listed and completed

Proper document has been entered into the proper list. For example, List B item is, in fact, listed under list B and not List C or List A

Documents provided by employee are NOT expired and reasonably appear to relate to employee

Certification has been completed, and a representative of the company has signed and printed his or her name and dated the form within three days of date of hire

Business name and full address are completed

**Section 3**

Completed if the employee’s work authorization expired or if the employee was rehired

Employer enters the document title, number or expiration date for the [acceptable documentation](http://www.uscis.gov/node/42020) presented

Employer enters the date of rehire, if applicable

Employer enters the employee’s new name, if applicable

Employer signs and dates the Certification