


Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</small>					
1	Last Name (Family Name) Doe		First Name (Given Name) John	Middle Initial A	Other Names Used (if any) N/A
2	Address (Street Number and Name) 123 Main Street		Apt. Number 1	City or Town Washington	State DC Zip Code 20000
3	Date of Birth (mm/dd/yyyy) 01/01/1960	U.S. Social Security Number 000-00-0000	E-mail Address johndoe@email.com		Telephone Number (202) 123-4567
4	<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (See instructions)</p> <p><input type="checkbox"/> A lawful permanent resident (Alien Registration Number/USCIS Number): _____</p> <p><input checked="" type="checkbox"/> An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) <u>02/28/2015</u>. Some aliens may write "N/A" in this field. (See instructions)</p> <p>For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:</p> <p>1. Alien Registration Number/USCIS Number: <u>1 2 3 4 5 6 7 8 9</u></p> <p style="text-align: center;">OR</p> <p>2. Form I-94 Admission Number: _____</p> <p>If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:</p> <p>Foreign Passport Number: _____</p> <p>Country of Issuance: _____</p> <p>Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)</p>				
5	Signature of Employee: 			Date (mm/dd/yyyy): 06/30/2013	

3-D Barcode
Do Not Write in This Space

Figure 1: Completing Section 1: Employee Information and Verification

- 1 Enter your full legal name and other names that you have used in the past or present (e.g., maiden name) if any.
 - If you have two last names (family names), include both. If you hyphenate your last name, include the hyphen (-) between the names.
 - If you have two first names (given names), include both. If you hyphenate your first name, include the hyphen (-) between the names.
 - Include your middle initial, if applicable.
 - Enter N/A if you have no middle initial or have not used other names.
- 2 Enter your home Address, Apt. Number, City or Town, State and Zip Code. Enter N/A if you have no Apt. Number. You may not enter a P.O. Box in this field. If you have no street address, enter a description of the location of your residence, such as "9 miles south of I-81, to the left of the water tower."
- 3 Enter your Date of Birth, Social Security Number, E-mail Address and Telephone Number. Entering the Social Security number is optional unless your employer confirms employment authorization using E-Verify. Entering your e-mail address or telephone number is voluntary. If you choose not to enter your e-mail address or telephone number, enter N/A in these fields.
- 4 Read the warning and attest to your citizenship or immigration status by checking the appropriate box.
- 5 Sign and date the form.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B * Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) 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. 6. 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 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

** Due to participation in E-Verify, List B documents must have a photograph.*