STEP BY STEP

I-9 Form

WHAT IS THE I9 FORM?

- The I9 form establishes eligibility to work in the United States
- All employees must have a completed I9 form BEFORE they are able to start work
- The first page of the I9 can be completed ahead of time
- The second page needs to be filled out in person with an authorized representative viewing your identification documents

Section 1. Employee Information and Attestation *(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.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code
1500 St. Olaf Ave	N/A	Northfield	MN	55057

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in

- Always write your name as it appears on your passport
- For address, use the address filled in above
- Date of birth should be two digit month, two digit day, and four digit year. For example, if I was born on March 15, 2002, I would put 03/15/2002
- SSN: you will not have this information yet. Please leave it blank.
- Employee's E-mail Address: you can use a personal email or your St. Olaf email
- Employee's Telephone Number: if you have a phone number, please put it here. If not, write "N/A"

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See instructions)*

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

OR

3. Foreign Passport Number: _____

Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

- Please check the box for #4.
- Please fill in your Form I-94 Admission Number on line #2.

Signature of Employee	Today's Date *(mm/dd/yyyy)*

- Signature of Employee: please sign your name
- Today's Date: please sign with the date you are completing the form. Use a two digit month, two digit day, and four digit year. For example, if I'm filling out the form today, July 17, 2019 I would use "07/17/2019"

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my

- Please check the highlighted box on your form

- Please do not fill out anything on the second page of the I9 form
- This page will be completed in person with an authorized representative
- Please note, you will need acceptable identification documents with you for the representative to complete with you in person

SECTION 2: SECOND PAGE OF I9

ACCEPTABLE IDENTIFICATION DOCUMENTS

- Please bring your foreign passport and I-94 document with you for the representative to use to fill out Section 2.