

**Instructions for completing Employment Eligibility Verification (Form I-9)
(as outlined by the Department of Homeland Security)**

Employees are not approved to perform any work for pay until this form is completed and submitted to Human Resources.
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SECTION 1 – TO BE COMPLETED BY EMPLOYEE

- All employees, citizens and non-citizens, hired after November 6, 1986 **must** complete **all of the applicable boxes** in Section 1 of this form and sign and date **at the time of hire** (no later than the first day of work).

SECTION 2 – TO BE COMPLETED BY SUPERVISOR

- Supervisors **must** complete Section 2 by examining evidence of identity and employment eligibility **within three (3) business days of the date employment begins**.
 - Refer to Lists A, B and C on the back (or second page) of the form for acceptable documents. The individual can provide one item from List A **OR** one item from List B **AND** List C. **Copies of the documents presented must be attached to the I-9.**
 - Employees **must** present original documents.
 - If employees are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the **actual** document(s) within ninety (90) days.
 - If the individual is hired for a period of less than three days, the documents **must be** provided at the time of hire.
 - Employers **must** record:
 - Document title (e.g., U.S. Passport, Drivers License, Social Security Card, etc.)
 - Issuing authority (e.g., Dept. of State, New York State, SS Administration, etc.)
 - Document number, if applicable (e.g., passport number, drivers license number, etc.)
 - Expiration date, if any

CERTIFICATION – TO BE COMPLETED BY SUPERVISOR

- Complete the date the employee began working in the middle of the certification paragraph.
- Sign the form and complete the remaining boxes: 1) Print Name, 2) Title, 3) Business or Organization Name and Address, and 4) Date.

If you have questions regarding completing the I-9 Form, please contact Human Resources:

**Michael Thayer, ext. 4688
Lindsay Varnum, ext. 4302
Luann Zaleski, ext. 4689**

Please submit the completed form, along with withholding forms (W-4 and IT-2104) and Employment Authorization Form to Human Resources no later than the day the individual begins work.