

## Guidelines for Completing I-9

When the I-9 form is copied, it should be front and back, with the instructions given to the employee.

Make sure the employee checks one of the boxes stating whether they are a citizen, noncitizen, permanent resident, or alien authorized to work and fills in numbers as requested.

Employees must have a document either from **List A** OR from **List B** AND **List C**. These documents **MUST** be the originals, **NOT** copies. Employers cannot specify which document(s) listed on the back of Form I-9 employees present.

Make sure the social security card is signed. If not, please have the employee sign their card before you make a copy.

Supervisor inspecting original documentation should complete certification under section 2.

*Complete instructions are included with the Form I-9.*