

I-9 Common Mistakes

Common Mistakes in Section 1

1. Employee does not enter Other Names Used
2. Employee does not check one of the boxes indicating their citizenship or immigration status
3. Employee does not include the USCIS A-Number, Form I-94 Number, or Foreign Passport Number and Country of Issuance after checking Number 4
4. Employee does not Sign or Date the document

Common Mistakes in Section 2

1. Employer does not entare an acceptable document for List A or a combination of acceptable documents for List B and List C
2. Employer doe snot enter the document title, issuing authority, number (s), or expiration date for the documentation presented
3. The employer does not provide their name or title
4. The employer does not provide the Business or Organization Name or Address
5. The employer does not complete Section 2 by the third business day after the initial date of employment

Genearl Tips for Successfully Completeing Form I-9

Double check:

1. The information on the form clearly printed and can be read easily
2. Formatting of the information needs to be correct (last name, first name, middle initial; mm/dd/yyyy)
3. Highlighting marks, hole punches, or staples do no tinterfere with the ability to read the information on the form
4. Any abbreviations used are widely understood
5. The form is fully completes
6. The current version of the form is used