

I-9 Common Mistakes

Common Mistakes in Section 1

- Employee does not enter other names used or date of birth
- Employee does not enter “A” number/USCIS number after selecting “A Lawful Permanent Resident”
- Employee does not enter “A” number/USCIS number or Form I-94 Admission number after selecting “An alien authorized to work until”
- Employee does not sign or date the attestation
- Employee does not check one of the boxes indicating that he or she is a citizen or national of the United States, a lawful permanent resident, or an alien authorized to work until a specified date—or checks multiple boxes attesting to more than one of the above

Common Mistakes in Section 2

- Employer does not complete the employee name at the top of page 2 (above document information)
- Employer does not enter acceptable [List A](#) document or acceptable [List B](#) and [List C](#) documents on the form
- Employer does not enter the document title, issuing authority, number(s) or expiration date for the documentation presented
- Employer does not enter its business title, name or address
- Employer does not enter the date employment began (i.e., date of hire)
- Employer does not sign, date and print name in the Certification
- Employer does not complete Section 2 by the third business day after the date the employee began [employment](#), or, if the employee is hired for three business days or less, at the time the employee started employment

General Tips for Completing Forms I-9

- Ensure that the information on the form is clear and can be read
- Ensure formatting of information is correct (last name, first name, middle initial; date mm/dd/yyyy)
- Highlighting marks, hole punches and staples should not interfere with the ability to read the information on the form
- Abbreviations used should be widely understood
- All applicable sections of the form must be fully completed
- Use the current version of the Form I-9