

## Acceptable Documentation

- Employee must provide document(s) showing identity and right to work in the U.S.
- Hiring department cannot specify which document(s) employee can provide
- Employee must provide either one document (and any needed accompanying documents) from List A, or one document from List B **with** one document from List C.
- Hiring department must not accept or enter more documentation than is required.

## I-9 Form Timeframe

By Employee's First Work Day	By Employee's Third Work Day
<ol style="list-style-type: none"> <li>1. Hiring dept. provides I-9 form, instructions and list of acceptable documents to employee</li> <li>2. Employee completes and physically signs and dates Section 1</li> <li>3. Employee returns complete Section 1 to hiring dept.</li> </ol>	<ol style="list-style-type: none"> <li>1. Employee provides document(s) to hiring dept.</li> <li>2. Hiring dept. physically examines document(s) and ensures Section 1 has been filled out correctly</li> <li>3. Hiring dept. completes and physically signs and dates Section 2</li> <li>4. Hiring dept. submits complete I-9 form to <a href="mailto:HRIS-group@pcc.edu">HRIS-group@pcc.edu</a></li> </ol>

## Section 1 (Completed by Employee)

1. All fields below must be populated. Blank fields must be populated with "N/A".

Populating the three fields that are highlighted and in a bold box is optional but recommended. If choosing to not fill these fields, employee must enter "N/A."

Section 1. Employee Information and Attestation <small>(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.)</small>				
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 ?
Date of Birth (mm/dd/yyyy) ?	<b>U.S. Social Security Number ?</b>	<b>Employee's E-mail Address ?</b>	<b>Employee's Telephone Number ?</b>	

2. Employee must select box 1, 2, 3 or 4, and must enter "N/A" in any blank spaces.

I attest, under penalty of perjury, that I am (check one of the following boxes):	
<input checked="" type="checkbox"/>	1. A citizen of the United States ?
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions) ?
<input type="checkbox"/>	3. A lawful permanent resident (Alien Registration Number/USCIS Number): ? <b>N/A</b> ? <b>N/A</b>
<input type="checkbox"/>	4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): ? <b>N/A</b>
<small>Some aliens may write "N/A" in the expiration date field. (See instructions)</small>	
<small>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.</small>	
1. Alien Registration Number/USCIS Number: ? <b>N/A</b>	QR Code - Section 1 Do Not Write in This Space
OR	
2. Form I-94 Admission Number: ? <b>N/A</b>	
OR	
3. Foreign Passport Number: ? <b>N/A</b>	
Country of Issuance: ? <b>N/A</b>	

3. Employee physically signs and dates Section 1.

<b>Signature of Employee ?</b>	<b>Today's Date (mm/dd/yyyy) ?</b>
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# I-9 Form Quick Sheet

4. Employee checks either the “I did not use a preparer and/or translator” box, or the “A preparer(s) and/or translator(s) assisted the employee” box. If preparer/translator assisted, they must complete the remaining fields.

<b>Preparer and/or Translator Certification (check one):</b>	
<input type="checkbox"/> I did not use a preparer or translator.	<input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
<i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>	

## Section 2 (Completed by Hiring Dept.)

1. Hiring department enters the following information exactly as the employee entered it in Section 1. The Citizenship/Immigration Status field must be populated with 1, 2, 3 or 4, depending on which box the employee checked.

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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2. Hiring department enters the information from the documentation employee provided. The full title or abbreviated title of the document(s) from the list of accepted document titles must be entered (i.e. “U.S. Passport” and not “Passport”). All remaining blank fields must be populated with “N/A.” Please visit the [Acceptable Documents](#) to see required accompanying documentation for foreign passports.

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title U.S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U.S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number 123456789		Document Number N/A		Document Number N/A
Expiration Date (if any) (mm/dd/yyyy) 01/01/2025		Expiration Date (if any) (mm/dd/yyyy) N/A		Expiration Date (if any) (mm/dd/yyyy) N/A
Document Title N/A		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any) (mm/dd/yyyy) N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any) (mm/dd/yyyy) N/A				

3. Hiring department enters the employee’s first work day.

employee is authorized to work in the United States.
The employee's first day of employment (mm/dd/yyyy):

4. Hiring department populates every field below.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code

Hiring department representative physically signs and dates the highlighted boxes on the top. Hiring department must enter the department’s physical address (not PCC’s P.O. Box address).

## Additional Information

- [I-9 Form](#)
- [I-9 Central](#)
- [Acceptable Documents](#)

- [PCC's I-9 Page and FAQs](#)
- [I-9 Instructions](#)
- [Emily McNamara, HR BPS](#)