



HR COMPLIANCE SNAPSHOT

Completing Section 1 of Form I-9

Employees must complete and sign Section 1 of the Employment Eligibility Verification form (Form I-9) any time after they accept a job offer but no later than their first day of employment. The first day of employment is defined as the actual commencement of employment of an employee for wages or other remuneration, also referred to as the date of hire. Employers must make the complete instructions to Form I-9 and the lists of [acceptable documents](#) available to newly hired employees.

Employee Responsibilities for Section 1

To complete Section 1, employees will need to provide their:

- Full legal name (and other legal last names used);
- Current address, including street name and number, city, state, ZIP code, and apartment number or letter, as applicable;
- Date of birth; and
- Citizenship or immigration status (with employment authorization documents as applicable).

Employees will also need to sign and date the form to attest the information they are providing is timely and correct.

Employer Responsibilities for Section 1

Employers must review the information employees provide to ensure they:

- Complete all required fields;
- Provide their Social Security numbers (if participating in [E-Verify](#));
- Sign and date their forms (preparers and translators must also complete, sign and date certification blocks on Supplement A and Translator Certification for Section 1 as applicable).

Employers should also check whether their employees indicated in Section 1 that their employment authorization will expire to determine whether reverification will be required in the future.

Optional Employee Fields

Not all fields on Form I-9 are mandatory. Employees may choose whether to provide their:

- Social Security number (unless the employer participates in E-Verify);
- Email address (employees may receive [email notifications](#) from U.S. Citizenship and Immigration Services (USCIS) if their employer participates in E-Verify); and
- Telephone number.

Immigration Status

To certify their immigration status, employees will need to present their:

- A-Number/USCIS Number, Form I-94 admission number or foreign passport number (including country of issuance); and
- The date employment authorization expires.

Provided to you by [ToughComp 212-390-8772/info@toughcomp.com](https://www.toughcomp.com)