

I-9 ERROR CHECKLIST

Section 1

- Date of birth is left blank
- Social security number is missing
- Name and/or address of employee is blank
- Citizenship attestation is left blank
- Alien or admission number is missing
- Employee's signature is missing

The employee (not employer) must fill in the missing information; name/address, birth date, signature, citizenship attestation, and date signed

- Employee signed in the wrong place

If the employee has signed in the wrong area, s/he needs to draw one straight line through the mistake, and then put the correct information in that area.

- Date the employee signed is missing

If the employee has not filled in the date the I-9 was signed, s/he must write in the current date. The employee needs to initial and date the correction in the margin closed to the error.

- Transposing the date the employee signed with their birth date

If the employee has used their birth date in place of the date they signed the form, s/he needs to draw one straight line through the mistake, put the current date of signature, and then initial and date the correction in the margin closest to the error.

Section 2

The employee has three (3) business days to provide appropriate documents to comply with this section. Non-compliance after three (3) business days will result in immediate termination.

- Over documentation (List A, B, & C are filled out)

Draw a single diagonal line through one of the additional lists. Remember it is either List A or List B + C. If you eliminate B, you also eliminate C. Initial and date the correction.

- List A – document title, issuing authority, or expiration date is missing

- List B and C have insufficient document title/names or missing expiration date(s) (where applicable)

For missing information: Retrieve the correct documents and fill in missing information. Initial and date this correction in the margin closest to the error.

- Two documents from the same list are used to fill in List B and List C. It must be one document from List B and one document from List C

- Document has been recorded under the wrong list Documents from List b on the back are to be written under List B on the front of the I-9. the same for List C

Shorthand document descriptions and abbreviations are not acceptable in Section 2. Because many employers will use abbreviations that are inaccurate or subject to different interpretations, the USCIS mandates that clear and full descriptions of the presented documents be written out in Lists A, B and/or C.

- Certification section is not filled in

Fill in the date the employee physically began working.

- No signature, printed name, title, business/organization name and address, or date the employer signed

Fill in the missing information.

- Signature of employer and/or date employer signs have been typewritten

Your name and the date you signed the I-9 cannot be typewritten. You must sign and date the I-9 in your own hand.

Additional Information:

- Do not backdate an I-9 form. All corrections are on a go-forward basis.
- Correction fluid, white-out pen or correction tape cannot be used anywhere on the form I-9.
- Do not in anyway block out or obscure an error. Use only one line drawn through the mistake at all times.
- All federal forms must be in blue or black ink so all corrections must be in blue or black ink. Nothing else is acceptable.