

I-9 Process Guide

Table of Contents

| | |
|---|----|
| Introduction | 1 |
| Overview: Form I-9 | 2 |
| Reverification – For Those with Work Authorization Expiration Dates | 2 |
| Essential Rules | 3 |
| Employee..... | 3 |
| Hiring Department (Employer) | 3 |
| Filling Out Section 1 | 4 |
| Filling Out Section 2 | 7 |
| Common Mistakes | 10 |
| Common Mistakes Made by the Employee | 10 |
| Common Mistakes Made by the Hiring Department | 11 |
| Filling Out Section 3 | 14 |
| Reverification | 14 |
| Employee | 14 |
| Hiring Department | 14 |
| Additional Resources | 16 |

Introduction

The I-9 form is used to verify the identity and right to work in the United States. US Citizenship and Immigration Services (USCIS) oversees the guidelines in how and when the form is filled out. This process guide will help disclose what those guidelines are and ensure PCC remains within compliance when filling out the I-9.

Prerequisites

- None

I-9 Process Guide

Purpose

Federal law requires that every employer who hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification (Immigration Reform and Control Act (IRCA) of 1986). Form I-9 verifies employees' identity and right to work.

The department that hires a new employee is responsible for ensuring the I-9 form is complete, correctly filled out and submitted to the Human Resources Information Systems team (HRIS) within the mandated timeframe.

Intended Learning Outcomes

After reading this guide, you will know:

- When and where to submit the I-9
- Best practices when completing the I-9

After reading this guide, you will be able to:

- Ensure all sections of the I-9 have been filled out correctly

Overview: Form I-9

1. Employee accepts job offer.
2. Hiring department provides I-9 form to employee by employee's first work day.
3. Employee completes Section 1 by end of first work day.
4. Employee provides acceptable documents or receipts to hiring department no later than third work day.
5. By end of employee's third work day, hiring department:
 - a. ensures Section 1 is filled out correctly
 - b. inspects provided documents and ensures they are acceptable
 - c. completes and signs Section 2
 - d. submits I-9 to HRIS. Email I-9 and other hiring paperwork to HRIS-group@pcc.edu, or intercampus mail to HRIS Team DC 3rd Floor.

Reverification – For Those with Work Authorization Expiration Dates

6. If employee has a work authorization expiration date, employee presents documentation or receipt showing updated authorization of employment to hiring department on or before expiration date.
7. Hiring department completes and signs Section 3 of the I-9 form and submits to HRIS prior to expiration. Email to HRIS-group@pcc.edu, or intercampus mail to HRIS Team DC 3rd Floor.

I-9 Process Guide

Essential Rules

This section will explore some essential rules that must be followed when filling out the I-9. These essential rules are categorized into rules that the employee must follow, and rules the hiring department must follow.

Employee

- Must complete Section 1 by end of first work day
- Must physically sign and date Section 1 by end of first work day
- Must provide original and unexpired document(s) from the list of acceptable documents (see Additional Resources) evidencing identity and right to work to hiring department by third work day
- Documents can be either one from List A (evidencing both identity and right to work) or one from List B (evidencing identity) **with** one from List C (evidencing right to work)
- If employee does not have unexpired documents, they may present a receipt in lieu of a document (see I-9 instructions on the three types of acceptable receipts). Employee must present their new document(s) within 90 days of first work day
- Must accurately complete Section 1, including filling blank fields with 'N/A'
- Must check checkbox, 'I did not use a preparer or translator' if no preparer or translator was used
- If employee does use a preparer or translator, must have the translator or preparer complete Preparer and/or Translator section
- Minors (under 18) and certain employees with disabilities who had a preparer or translator complete Section 1 for them are only required to present a document from List C
- It is the employee's responsibility to maintain current work authorization and provide verification of eligibility to work in the US prior to the expiration date. Prior to expiration date, employee presents documentation or receipt showing updated authorization of employment (List A or List C document) to hiring department

Hiring Department (Employer)

- Must review Section 1 and ensure employee filled it out correctly
- Cannot specify which document(s) employee may present from the list of acceptable documents
- Must examine the document(s) an employee presents to determine that the documents are:
 - acceptable documents by the USCIS
 - the original documents (not copied, scanned or faxed)
 - unexpired
 - relate to the employee.
- Must complete Section 2 and submit to HRIS by end of employee's third work day

I-9 Process Guide

- Minors (under 18) and certain employees with disabilities who had a preparer or translator complete Section 1 for them are only required to present a document from List C
- Must accurately complete Section 2, including filling blank fields with 'N/A'
- Must physically sign and date Section 2. This must be done by the same individual who inspected and entered the employee's document information
- Hiring department must submit I-9 form (and other hiring paperwork) to HRIS. If scanning via email, hiring department changes the title of the document to 'Employee Name – I-9'. Emails to HRIS-group@pcc.edu. Sends via intercampus mail to HRIS Team DC 3rd floor.
- If employee with authorization expiration date presents documentation or receipt of new authorization of employment (List A or List C document) to hiring department, hiring department physically examines employee's new documentation, completes and physically signs Section 3, and submits to HRIS. If scanning via email, hiring department changes the title of the document to 'Employee Name – I-9 Reverification'. Emails to HRIS-group@pcc.edu. Sends via intercampus mail to HRIS Team DC 3rd floor.

Filling Out Section 1

This section provides instruction in how to fill out Section 1. New employees must complete and sign Section 1 **on or before the end of first work day**. Section 1 should never be completed before accepting a job offer. Employee provides completed Section 1 to their Hiring Department.

It is best practice and recommended that employees fill out the fillable pdf form made available on the USCIS website, as it is the most current version of the form, prevents errors that are easy to make, auto fills blank spaces that must be populated with N/A and includes instructions on how to fill out each field. Access to the link to this form can be found in Additional Resources below. Detailed Form I-9 instructions are also available on PCC's HR website and the USCIS website (see Additional Resources).

| Section 1. Employee Information and Attestation <i>(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.)</i> | | | | | |
|--|--|--|---|---------------------|--|
| Last Name (Family Name) ? Khan | First Name (Given Name) ? Karim | Middle Initial ? J | Other Last Names Used (if any) ? N/A | | |
| Address (Street Number and Name) ? 1234 Fake St. | Apt. Number ? I | City or Town ? Portland | State ? OR | ZIP Code ? 97255 | |
| Date of Birth (mm/dd/yyyy) ? 06/01/1990 | U.S. Social Security Number ? 123-45-6789 | Employee's E-mail Address ? karim.khan@emailaddress.com | Employee's Telephone Number ? (503) 123-4567 | | |

Each of the fields above will need to be populated.

Last Name: Employee enters last name. If employee has only one name, they enter it in the Last Name field and enter **Unknown** in the first name field.

First Name: Employee enters first name. If employee has only one name, they enter it in the Last Name field and enter **Unknown** in the first name field.

I-9 Process Guide

Middle Initial: Employee enters middle initial. If employee has more than one middle name, they enter the first letter of their first middle name. If they do not have a middle name, they enter **N/A**.

Other Last Names Used (if any): Employee provides all other last names used (such as maiden name). They enter **N/A** if they have not used other last names.

Address: Employee enters street name and number of current address of residence.

Apt. Number: If employee does not have an apartment number, they enter '**N/A**'.

City or Town: Employee enters city or town. If residence is not located in a city or town, enter country, township, reservation etc. in this field.

State: Employee enters the abbreviation of their state.

Zip Code: Employee enters their 5-digit ZIP code.

Date of Birth: Employee enters their date of birth as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy).

U.S. Social Security Number: This field is optional but recommended for identification purposes. If choosing to not enter, employee enters '**N/A**'.

Employee's E-Mail Address: This field is optional. Employee can enter either their personal or work e-mail address. If choosing to not enter, employee enters '**N/A**'.

Employee's Telephone Number: This field is optional. Employee must enter in format 000-000-0000. If choosing to not enter, employee enters '**N/A**'.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States ?

2. A noncitizen national of the United States (See instructions) ?

3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ? N/A N/A

4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ? N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)

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.

1. Alien Registration Number/USCIS Number: ? N/A

OR

2. Form I-94 Admission Number: ? N/A

OR

3. Foreign Passport Number: ? N/A

Country of Issuance: ? N/A

QR Code - Section 1
Do Not Write In This Space

Employee must select one of the four boxes to attest to their citizenship or immigration status, then fill the remaining blank fields.

I-9 Process Guide

- 1. A citizen of the United States:** If employee checks this box, they must enter **N/A** in the remaining blank fields.
- 2. A noncitizen of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad. If employee checks this box, they must enter **N/A** in the remaining blank fields.
- 3. A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. Employee enters their 7- to 9-digit Alien Registration Number, including the “A” or USCIS Number in the space provided. Employee may need to indicate whether they entered an Alien Number or USCIS Number. If employee checks this box, they must enter **N/A** in the remaining blank fields.
- 4. An Alien authorized to work:** An individual who is not a citizen or a national of the United States, or a lawful resident, but is authorized to work in the United States.

If employee selects this box, they enter the date that their employment authorization expires in the space provided. This date can usually be found on the document(s) evidencing their employment authorization.

Employee enters **one** of the following and fills all remaining blank fields with **N/A**:

- 7-to 9-digit Alien Registration Number / USCIS Number; **or**
- 11 digit Form I-94 Admission Number **or**
- Foreign Passport Number **and** the Country of Issuance.

| | |
|-------------------------|-----------------------------|
| Signature of Employee ? | Today's Date (mm/dd/yyyy) ? |
|-------------------------|-----------------------------|

These two fields must be filled out by hand. If employee is filling the pdf on a computer, they must print the form.

Signature of Employee: Employee must physically sign their name here.

Today's Date: Employee must physically write this in. Cannot backdate this field. Employee must enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). A preparer or translator must enter the date the employee signed.

| |
|--|
| Preparer and/or Translator Certification (check one): ? |
| <input checked="" 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> |

Employee must check the box “I did not use a preparer or translator” if they filled out Section 1.

I-9 Process Guide

If a preparer or translator assisted employee in filling out Section 1, they must check the box “A preparer(s) and/or translator(s) assisted the employee in completing Section 1” and complete the rest of the fields below.

Filling Out Section 2

This section provides instructions in how to fill out Section 2. Hiring departments must fill this out and submit to HRIS **on or before the end of employee’s third work day.**

Hiring departments must physically examine original, unexpired documents. Hiring departments must ensure the documents are:

- acceptable documents by the USCIS
- the original documents (not copied, scanned or faxed)
- unexpired
- related to the employee

It is best practice and recommended that hiring departments fill out the fillable pdf form made available on the USCIS website, as it is the most current version of the form, prevents errors that are easy to make, auto-fills blank spaces that must be populated with N/A, and includes instructions on how to fill out each field. Access the link to this form in Additional Resources below. Detailed Form I-9 instructions are also available on PCC’s HR website and the USCIS website (see Additional Resources).

| Section 2. Employer or Authorized Representative Review and Verification | | | |
|---|-----------------------------------|------------------------------------|--|
| <i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i> | | | |
| Employee Info from Section 1 | Last Name (Family Name) ? Khan | First Name (Given Name) ? Karim | M.I. ? J Citizenship/Immigration Status ? 1 |

Each of the fields above must be populated. The same data provided in Section 1 by the employee must be entered here.

Last Name (Family Name): Hiring department enters same data from Section 1 in Last Name field.

First Name (Given Name): Hiring department enters same data from Section 1 in First Name field.

M.I.: Hiring department enters same data from Section 1 in Middle Initial field

Citizenship/Immigration Status: Hiring department enters 1, 2, 3 or 4, depending on which box the employee checked in Section 1.

See full list of Acceptable Documents in Additional Resources.

I-9 Process Guide

Hiring department fills out List A, or List B **and** List C, depending on the document(s) provided by the employee. **All inapplicable fields that are left blank must be populated with N/A.**

| 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) ? 01/01/2024 | | 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 | | | | |

If employee provided document from List A and a document from B or C, hiring department **MUST NOT** enter all documents from List A+B+C.

The following List A Documents must be accompanied with the additional listed documents:

- Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record
- Foreign Passport containing a Form I-551 stamp or Form I-551 printed notation

Document Title: Hiring department enters the Full Name or Abbreviated version from the list of Document Titles available in I-9 instructions (see Additional Resources). Abbreviations are provided in the dropdown menus when the form is completed on a computer. If employee provided an acceptable receipt in place of a document, follow the [USCIS instructions for receipts](#).

Issuing Authority: Hiring department enters the specific entity that issued the document.

Document Number: Hiring department enters the document number exactly as it appears on the document or receipt. If the document does not contain a number, enters **N/A** in this field.

Expiration Date: The document is not acceptable if it has already expired. If the document uses text rather than a date to indicate when it expires, hiring department enters the text as shown on the document, such as “D/S” (Duration of Status).

I-9 Process Guide

Hiring department should refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) in Additional Resources for more guidance on individuals under age 18 and certain persons with disabilities.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 06/01/2020 (See instructions for exemptions)

Hiring department enters the employee's first day of work as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy).

| | | | | |
|--|---|--|--|------------|
| Signature of Employer or Authorized Representative ? | | Today's Date (mm/dd/yyyy) ? | Title of Employer or Authorized Representative ? | |
| | | | Director of Trade Extension Program | |
| Last Name of Employer or Authorized Representative ? | First Name of Employer or Authorized Representative ? | Employer's Business or Organization Name ? | | |
| Jones | Lisa | Portland Community College | | |
| Employer's Business or Organization Address (Street Number and Name) ? | | City or Town ? | State ? | ZIP Code ? |
| 6400 N Cutter Circle | | Portland | OR | 97217 |

Each of the fields above will need to be populated.

Signature of Employer or Authorized Representative: the person who physically examined the documents and is completing Section 2 must print the form and hand-sign here.

Today's Date: the person who physically examined the documents and is completing Section 2 must hand-date the form as a 2-digit month, 2-digit day and 4-digit year here (mm/dd/yyyy). Must not backdate this field.

Title of Employer or Authorized Representative: the person who physically examined the documents and is completing Section 2 must enter their title, position or role here.

Last Name of Employer or Authorized Representative: the person who physically examined the documents and is completing Section 2 must enter their full legal last name here.

First Name of Employer or Authorized Representative: the person who physically examined the documents and is completing Section 2 must enter their full legal first name here.

Employer's Business or Organization Name: the person who physically examined the documents and is completing Section 2 must enter Portland Community College (not PCC).

Employer's Business or Organization Address (Street Name and Number): the person who physically examined the documents and is completing Section 2 must enter their department's physical street and name (not the PCC P.O. Box address).

I-9 Process Guide

City or Town: the person who physically examined the documents and is completing Section 2 must enter their department's city or town.

State: the person who physically examined the documents and is completing Section 2 must enter their department's two-character state abbreviation.

ZIP Code: the person who physically examined the documents and is completing Section 2 must enter their department's 5-digit ZIP code.

Common Mistakes

This section will address common mistakes often made when filling out the I-9 form and how to avoid them.

Common Mistakes Made by the Employee

- 1. Leaving fields blank.** Fields may not be left blank, but rather must be populated with **N/A**. The best way to avoid this issue is by filling out the fillable pdf available on the USCIS website and clicking 'Click to Finish'. The form auto populates blank fields with N/A, or will highlight fields in red that have been erroneously left blank.

This screenshot shows the top portion of Form I-9, Section 1. A large red 'X' is drawn over the top half of the form. Red circles highlight several blank fields: the 'Expiration Date' field for 'An alien authorized to work', and the 'Alien Registration Number/USCIS Number', 'Form I-94 Admission Number', and 'Foreign Passport Number' fields. The 'Country of Issuance' field is also blank.

This screenshot shows the same portion of Form I-9, Section 1, but with a large green checkmark over the top half. Blue boxes highlight the 'N/A' entries in the 'Expiration Date' field, and the 'Alien Registration Number/USCIS Number', 'Form I-94 Admission Number', and 'Foreign Passport Number' fields. The 'Country of Issuance' field also contains 'N/A'.

- 2. Not checking checkbox in Preparer and/or Translator Certification section.** Employees often overlook this section of the Form I-9. The best way to avoid this is to use the fillable pdf version from the USCIS website and clicking 'Click to Finish', as this will alert the employee to complete this section. If employee checks the checkbox, "I did not use a preparer or translator", the remaining fields in this section must be left blank.

Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

- 3. Not providing documents from the list of Acceptable Documents.** Some documents may have restricted wording that will not be accepted as authorization for employment, or may need to be accompanied with additional documents to be accepted as authorization for employment. Pay very close attention to the list of Acceptable Documents. The employee must examine the

I-9 Process Guide

documents carefully and be sure they qualify as Acceptable Documents. (See Additional Resources below).

Form I-9 Acceptable Documents

Employees must provide documentation to their employers to show their identity and authorization to work.

LIST A DOCUMENTS

LIST B DOCUMENTS

LIST C DOCUMENTS

Common Mistakes Made by the Hiring Department

- 1. Providing an Expired Form.** The Form I-9 is updated by the USCIS every few years. Using the current form is required by law. When providing the form I-9, the hiring department must be sure to use the most up-to-date version by going to the USCIS I-9 page and downloading the form from there. The expiration date will be listed in the top-right hand corner of the form.

The screenshot shows the top portion of the USCIS Form I-9. On the left is the Department of Homeland Security seal. In the center, the text reads: "Employment Eligibility Verification", "Department of Homeland Security", and "U.S. Citizenship and Immigration Services". On the right, it says "USCIS Form I-9" and "OMB No. 1615-0047". Below this, a yellow box highlights the expiration date: "Expires 10/31/2022". At the top of the form area are three buttons: "Instructions", "Start Over", and "Print". Below the header, a bold instruction reads: "▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form."

- 2. Leaving the first portion of Section 2 blank.** Hiring departments frequently overlook completing the top of Section 2 (Employee Info from Section 1) and skipping to filling out the document information. The best way to avoid this is to fill out the fillable pdf version from the USCIS website and clicking 'Click to Finish' as this will alert the hiring department to complete this section.

The screenshot shows Section 2 of the Form I-9, titled "Section 2. Employer or Authorized Representative Review and Verification". Below the title is a note: "(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the 'Lists of Acceptable Documents.')". Below this is a table with four columns: "Employee Info from Section 1", "Last Name (Family Name)", "First Name (Given Name)", "M.I.", and "Citizenship/Immigration Status". The table contains the following data:

| Employee Info from Section 1 | Last Name (Family Name) | First Name (Given Name) | M.I. | Citizenship/Immigration Status |
|------------------------------|-------------------------|-------------------------|------|--------------------------------|
| | Khan | Karim | J | 1 |

- 3. Not entering the number from Section 1 in the 'Citizenship/Immigration Status' field.** Hiring departments must enter either 1, 2, 3 or 4 in the Citizenship/Immigration Status field based on which number the employee selected in Section 1.

I-9 Process Guide

employee's first day of employment. You must enter a document from List C as listed on the "Lists" page.

| | |
|------|--------------------------------|
| M.I. | Citizenship/Immigration Status |
| J | Citizen |

List C
Employment Authorization

employee's first day of employment. You must enter a document from List C as listed on the "Lists" page.

| | |
|-------|---------------------------------|
| M.I.? | Citizenship/Immigration Status? |
| J | 1 |

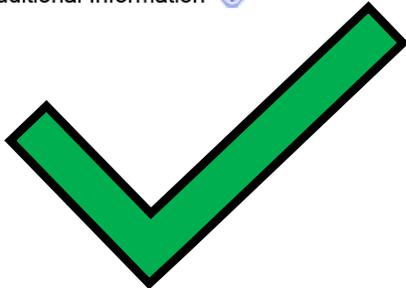
List C
Employment Authorization

- Entering Documents in both List A and List B or C.** Hiring departments must enter either one document from List A, or one document from List B and one document from List C. More is not better in this instance. Entering documents from A and B, A and C or A, B and C will appear as though hiring departments are asking for more documents than are required which is outside legal compliance.
- Entering invalid Document Titles.** Hiring departments will occasionally enter the name of a document that is not the official document title. The best way to avoid this is to reference accepted document titles and abbreviations found in the instructions for Form I-9 available on the USCIS I-9 website. If filling out the fillable pdf version on a computer with the employee, drop-down menus for document titles are available.

| List A Identity and Employment Authorization | OR | List B Identity | AND | List C Employment Authorization |
|---|----|---|-----|---|
| Document Title ? N/A U.S. Passport U.S. Passport Card Perm. Resident Card (Form I-551) Alien Reg. Receipt Card (Form I-551) Foreign passport with temp. I-551 stamp Foreign passport with temp. I-551 MRIV Employment Auth. Document (Form I-766) | | Document Title ? Issuing Authority ? Document Number ? Expiration Date (if any) (mm/dd/yyyy) ? | | Document Title ? Issuing Authority ? Document Number ? Expiration Date (if any) (mm/dd/yyyy) ? |

I-9 Process Guide

6. Leaving inapplicable fields blank. Fields intentionally left blank must be populated with 'N/A'.

| Identity and Employment Authorization | Identity | 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) ? 01/01/2024 | Expiration Date (if any) (mm/dd/yyyy) ? N/A | Expiration Date (if any) (mm/dd/yyyy) ? N/A |
| Document Title ? N/A | <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;"> Additional Information ?  </div> <div style="border: 1px solid black; padding: 5px; width: 200px;"> QR Code - Sections 2 & 3 Do Not Write In This Space </div> </div> | |
| 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 | | |

7. Not entering correct Employer's address, or leaving it blank. P.O. Box addresses will not be accepted on the form I-9. Hiring departments must enter their department's address in the Employer's Business or Organization Address fields.

| | | | |
|--|---|--|-------|
| Signature of Employer or Authorized Representative | | Title of Employer or Authorized Representative | |
| | | Director | |
| Last Name of Employer or Authorized Representative | First Name of Employer or Authorized Representative | Employer's Business or Organization Name | |
| Jones | Lisa | Portland Community College | |
| Employer's Business or Organization Address (Street Number and Name) | | City or Town | State |
| P.O. Box 19000 | | Portland | OR |
| | | ZIP Code | 97280 |

| | | | |
|--|---|--|---------|
| Signature of Employer or Authorized Representative ? | | Title of Employer or Authorized Representative ? | |
| | | Director of Trade Extension Program | |
| Last Name of Employer or Authorized Representative ? | First Name of Employer or Authorized Representative ? | Employer's Business or Organization Name ? | |
| Jones | Lisa | Portland Community College | |
| Employer's Business or Organization Address (Street Number and Name) ? | | City or Town ? | State ? |
| 6400 N Cutter Circle | | Portland | OR |
| | | ZIP Code ? | 97217 |

I-9 Process Guide

- 8. **Incorrect error correction.** If the employee or hiring department made a mistake filling out the I-9 form and needs to correct it, the person filling out the form must draw a straight line through the error (no squiggles), write in their correction, then initial the correction. The correction needs to be legible.

Filling Out Section 3

Section 3 applies to the reverification of an employee's right to work in the United States. Section 3 must be completed **prior to the earlier of the following:**

- The expiration date, if any, of the employment authorization stated in Section 1, or
- The expiration date, if any, of the List A or List C employment authorization document recorded in Section 2 (with some exceptions listed below).
 - Reverification does not apply to List B documents.
 - Reverification does not apply to U.S. citizens and noncitizen nationals or lawful permanent residents who presented a Permanent Resident Card (Form I-552).
 - Reverification does not apply to employees with an alien status whose employment authorization does not expire, e.g. asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands or Palau UNLESS they presented an employment authorization document (List A or List C document) that contains an expiration date and requires reverification, such as Form I-766.

Reverification

Employee

- Must present an unexpired document or receipt from either List A or List C showing they are still authorized to work PRIOR to the earlier of: expiration date of either citizenship or immigration status, or expiration date of List A or List C document recorded in Section 2.
- Is not required to show the same type of document presented previously.

Hiring Department

- Cannot require the employee to present a particular document from List A or List C.
- Must physically examine new document or receipt and ensure it is an accepted document, the original document, unexpired, and relates to the employee.
- Must complete and physically sign Section 3, and submit to HRIS PRIOR to the earlier of: expiration date of either citizenship or immigration status, or expiration date of List A or List C document recorded in Section 2.

Employee Name from Section 1: Hiring department completes these fields exactly as they appear in Section 1.

| | | | |
|--------------------------------------|---------------------------|---------------------------|------------------|
| Employee Name from Section 1: | Last Name (Family Name) ? | First Name (Given Name) ? | Middle Initial ? |
|--------------------------------------|---------------------------|---------------------------|------------------|

I-9 Process Guide

| Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.) | | | |
|--|---------------------------|---|-----------------------------------|
| A. New Name (if applicable) ? | | | B. Date of Rehire (if applicable) |
| Last Name (Family Name) ? | First Name (Given Name) ? | Middle Initial ? | Date (mm/dd/yyyy) ? |
| C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below. | | | |
| Document Title ? | Document Number ? | Expiration Date (if any) (mm/dd/yyyy) ? | |

Each field above must be populated.

Last Name, First Name and Middle Initial fields: If an employee has changed their name since originally completing Section 1, hiring department enters the employee's new name. Enters only the part of the name that has changed, for example: if the employee changed only their last name, hiring department enters the last name in the Last Name field, then enters "N/A" in the First name field and Middle Initial field.

Date of Rehire: Hiring department completes this field if rehiring an employee within three years of the date Form I-9 was originally executed. Enters the date of the rehire in this field as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy), or "N/A" if the employee is not being rehired. Must not backdate this field.

Block C: Hiring department completes this block if reverifying expiring or expired employment authorization or employment documentation of a current or rehired employee. Enters the information from the List A or List C document or receipt presented. All documents must be unexpired.

Document Title: Hiring department enters the title of the List A or List C document or receipt.

Document Number: Hiring department enters the document number, if any, of the document entered in the Document Title field exactly as it appears in the document, or "N/A" if the document does not have a number.

Expiration date (if any) (mm/dd/yyyy): Hiring department enters the expiration date, if any, of the document entered in the Document Title field as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy), or "N/A" if the document does not contain an expiration date.

| | | |
|--|-----------------------------|---|
| I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. | | |
| Signature of Employer or Authorized Representative ? | Today's Date (mm/dd/yyyy) ? | Name of Employer or Authorized Representative ? |

Signature of Employer or Authorized Representative: the person who physically examined the document and is completing Section 3 must print the form and hand-sign here.

Today's Date: the person who physically examined the documents and is completing Section 3 must hand-date the form as a 2-digit month, 2-digit day and 4-digit year here (mm/dd/yyyy). Must not backdate this field.

Name of Employer or Authorized Representative: the person who physically examined the documents and is completing Section 3 must enter their name here.

I-9 Process Guide

Additional Resources

[Acceptable Documents](#)

[Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

[New Employee Onboarding and Resources](#)

[I-9 Central](#)

[I-9 Form](#)

[PCC's I-9 Page and FAQs](#)

[Completing Form I-9 for Minors \(Individuals under Age 18\)](#)

[Examining Documents](#)

[Receipts \(When employees present a receipt in place of a List A, B or C document\)](#)

[Who Is Issued This Document? \(For guidelines on which documents are issued to which categories of individuals\)](#)

[Emily McNamara, HR Business Process Specialist](#)