



Who needs to fill out an I-9 form?

An Employment Eligibility Verification Form (I-9) must be completed by all new employees hired at Michigan State University. Supervisors are responsible for ensuring the completion of I-9s for their employees.

The form can be found on the [MSU Human Resources Web site](#) or the [U.S Citizenship and Immigration Services Web site](#).

An unexpired blank Form I-9 may be reproduced, provided both sides are copied. The instructions must also be available to all employees completing the form.



When is the I-9 completed?

There are three major sections to this form.

Section 1: Must be completed on or before the first day of paid work (when the employee's payroll begins).

Section 2: Must be completed within 3 business days of the date of hire.

Section 3: Should be left blank. If a current employee's employment eligibility runs out, complete a new I-9.



Section 1 - Employee Information and Verification

- Employees complete Section 1 by the date of hire (when their payroll begins) by filling in the correct information and signing and dating the form. Their name, address, and date of birth must be provided. The employee has the option of providing their social security number. It must be typewritten or printed using ink.
- Do not use whiteout. If a mistake occurs during completion of the I-9, have the employee cross out the error, initial and date it, and insert the correct information.
- An MSU representative is responsible for reviewing and ensuring that the proper form is used and that the employee fully and properly completes Section 1.



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Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents' future expiration date may also constitute illegal discrimination.

Employer checks that form not expired.

Section I. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

| | | | |
|----------------------------------|-------|----------------|--------------------------------|
| Print Name: Last | First | Middle Initial | Maiden Name |
| Address (Street Name and Number) | | Apt. # | Date of Birth (month/day/year) |
| City | State | Zip Code | Social Security # |

Employee completes personal information.

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):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____

Employee's Signature

Date (month/day/year)

Employee reads, signs and dates the form.

Employee checks an appropriate box for work eligibility and fill in other information if applicable.

TIPS

- Do not complete Section 1 for employees.
- Employee must sign and date Section 1
- Do not ask for any documentation for Section 1
- Make sure all information is provided
- Corrections to Section 1 can only be made by the employee, initialed and dated.



Section 2 - Employer Review and Verification

- Employees must present an original document or documents that establish identity and employment eligibility within three days of starting their job. Employees can choose which document(s) they want to present from the lists of acceptable documents
 - List A establishes **both** identity and employment eligibility
 - List B establishes **only** identity.
 - List C establishes **only** employment authorization.



Choose
one
from
List A

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be unexpired

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization | |
|---|---|---|--------------------------------------|--|---|
| 1. U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States | |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | | | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) | |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | | | 3. School ID card with a photograph | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form | | | | 4. Voter's registration card | |
| | | | | 5. U.S. Military card or draft record | 5. Native American tribal document |
| | 6. Military dependent's ID card | | | | |
| | 7. U.S. Coast Guard Merchant Mariner Card | | | | |
| | 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | 8. Native American tribal document | 6. U.S. Citizen ID Card (Form I-197) | | |
| 9. Driver's license issued by a Canadian government authority | | | | | |
| For persons under age 18 who are unable to present a document listed above: | | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) | | | |
| 10. School record or report card | | 8. Employment authorization document issued by the Department of Homeland Security | | | |
| 11. Clinic, doctor, or hospital record | | | | | |
| 12. Day-care or nursery school record | | | | | |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

or
one each
from List B
and List C

See Appendix A for a description of each document



Section 2 - continued

- The Office of International Students and Scholars can complete Section 2 of the I-9 for international students, scholars, and other international referrals.
- If a notary public or other agent is to be used to complete Section 2, call Human Resources Records for instructions (517) 353-4330.
- You must examine the original document(s) presented by the employee and then complete Section 2 of the I-9.
- You must accept any document(s) presented by the individual which appears on its face value to be genuine and related to the person presenting them.



Section 2 - continued

- You **may not** specify which document(s) an employee must present.
- **Do not use whiteout.** If a mistake occurs during completion of the I-9, cross out the error, initial and date it, and insert the correct information.
- Corrections to Section 2 must be made by an MSU representative.



Fill in the document title, issuing authority, number and expiration date (if any) in the space provided.

Do not request or require particular documents. The employee can choose from the lists which documents they would like to use.

Make sure that the documents are originals, appear to be genuine and relate to the employee.

Record one document from List A OR one each from List B and C, not documents from all three.

Section 2. Employer Review and Verification This section must be completed and signed by employer. Examine one document from List A OR one document from List B and one document from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

| List A | OR | List B | AND | List C |
|---------------------------------|----|--------|-----|--------|
| Document title: _____ | | _____ | | _____ |
| Issuing authority: _____ | | _____ | | _____ |
| Document #: _____ | | _____ | | _____ |
| Expiration Date (if any): _____ | | _____ | | _____ |
| Document #: _____ | | _____ | | _____ |
| Expiration Date (if any): _____ | | | | |

- Provide employee a list of acceptable documents.
- Original documents must be provided, except for certified copies of birth certificates.
- Make sure document, issuing authority and document number are recorded on correct lines.
- Do not over-document List A or List B & C
- Expiration dates of documents must be written in month/day/year format



Section 2 - Certification Section

- This section needs to be completed and signed by an MSU Representative.
- Be sure to fill in the date employment begins, complete business name and address, and name and title of person completing the form.



Read, fill in the information (including the date employment begins) in the certification section, sign and date.



CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

| | | |
|--|------------|--------------------------------|
| Signature of Employer or Authorized Representative | Print Name | Title |
| Business or Organization Name and Address (<i>Street Name and Number, City, State, Zip Code</i>) | | Date (<i>month/day/year</i>) |
| MSU Human Resources 1407 S. Harrison Road, E. Lansing, MI 48823 | | |



Do not forget to include the complete business address. **Be sure to use your department address.**



Section 3 - Updating and Re-verification

Current Employees

- When an employee's work authorization expires, you must complete a new I-9. Do not use this section of the I-9 to try to renew authorization.
- If you have other issues or questions that have not been covered by this tutorial, refer to the I-9 Employer Handbook found at:
<http://www.uscis.gov/files/nativedocuments/m-274.pdf>



Appendix A

List A — Documents that Establish **BOTH** Identity and Employment Authorization

- **Unexpired United States Passport or United States Passport Card**
- **Permanent Resident Card or Alien Registration Receipt Card (Form I-551)**
- **Unexpired Foreign Passport** that contains a temporary I-511 Stamp or temporary I-551 printed notation on a machine readable immigrant visa
- **Unexpired Employment Authorization Document** that contains a photograph (Form I-766)
- **Unexpired Foreign Passport with an Unexpired Arrival–Departure Record** (Form I-94 or Form I-94A) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status as long as the proposed employment does not conflict with any restrictions or limitations on the form.)
- **Unexpired Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A** indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.



List B – Documents that **ONLY** establish identity

- **Unexpired Driver's License or ID Card**
 - Issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- **Unexpired State Identification Card**
 - Issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- **School ID card with a photograph**
- **Voter's registration card**
- **U.S. Military card or draft record**



List B – Documents that **ONLY** establish identity (continued)

- **Military dependent's ID card**
- **U.S. Coast Guard Merchant Mariner Card**
- **Native American tribal document**
- **Driver's license issued by a Canadian government authority**

For persons under age 18 who are unable to present a document listed above:

- **School record or report card**
- **Clinic, doctor, or hospital record**
- **Day-care or nursery school record**



List C – Documents that Establish ONLY Employment Authorization

- **United States Social Security Account Number Card**
 - Issued by the Social Security Administration; other than a card that specifies on the face that its issuance of the card does not authorize employment in the United States
- **Certification of Birth Abroad issued by the Department of State (Form FS-545)**
- **Certification of Report of Birth issued by the Department of States (Form DS-1350)**
- **Original or Certified Copy of a Birth Certificate**
 - Issued by a state, county, municipal authority or territory of the United States bearing an official seal
- **Native American Tribal Document**
- **U. S. Citizen Identification Card (Form I-197)**
- **ID Card for use of Resident Citizen in the United States (Form I-179)**
- **Unexpired employment authorization document issued by DHS**