

## Tips for Completing Federal I-9, Section 1

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You Must Provide the Following:

- Full legal name
- Do not use nicknames. For example, if your full legal name is Thomas Smith but you use the nickname Tommy Smith, enter Thomas Smith not Tommy Smith.
- If you have two last names (family names), include both.
- If you have two first names (given names), include both.
- If you hyphenates your first or last names, include the hyphen (-) between the names.
- Include your **middle initial**, if applicable. If not, write N/A.
- Other names used, if applicable (e.g., maiden name). If not, write N/A.
- Current address, including street name and number (**P.O. Box is Not Acceptable**), city, state and ZIP code
- Date of birth (MM/DD/YYYY)
- Check mark next to the appropriate box to indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
- Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable)
- Signature and Date (MM/DD/YYYY)

Additionally, you may provide your:

- Social Security number (This is optional unless you live in a E-Verify state.)
- E-mail Address
- Telephone Number

Important Reminders

- Any missing or wrong information will result in having to redo a new I-9 Form.
- Make sure you did not sign or date the translator/preparer section.
- Make sure you sign and date Section 1 in the proper spot.
- Your name in Section 1 must match the name on the documents provided for Section 2.
- Make sure your name is written the same way on all of your documents.
- The information on the form must be clear and legible.
- Highlighting marks, hole punches and staples must not interfere with an authorized official's ability to read the information on the form.

**Federal I-9 Form – Acceptable Example**

**Section 1. Employee Information and Attestation** *(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.)*

Last Name (Family Name) Doe		First Name (Given Name) John		Middle Initial A	Other Names Used (if any) N/A	
Address (Street Number and Name) 123 Main Street			Apt. Number 1	City or Town Washington		State DC
Zip Code 20000		Date of Birth (mm/dd/yyyy) 01/01/1960	U.S. Social Security Number 000-00-0000	E-mail Address johndoe@email.com		Telephone Number (202) 123-4567

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 Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 02/28/2015. Some aliens may write "N/A" in this field. *(See instructions)*

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number: 1 2 3 4 5 6 7 8 9

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_

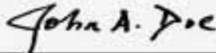
If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*



Signature of Employee: 	Date (mm/dd/yyyy): _____ <b>Date Employee Completes Section 1</b>
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