



1.800.437.7313

## **Form I-9 Compliance**

Form I-9 is a document that employers must complete to verify the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986 to work in the United States.

Employers are responsible to complete and retain the form I-9. A new hire must complete and sign section 1 of Form I-9 no later than the first day of employment, and never before the employee has accepted a job offer.

Keeping in compliance with I-9 is a task every HR office must be very proactive with. This can be a difficult task as the U.S. Citizenship and Immigration Services has changed this form numerous times.

Questions around the Form I-9 are plentiful. Items such as:

- How do I complete and/or correct the form?
- What documents are acceptable?
- How should I retain/store the Form I-9?
- What are the penalties involved for an I-9 violation?

The USCIS has a helpful tool to answer all of these questions on their website. That page can be found [HERE](#).

You may also contact the USCIS for Form I-9 Customer Support:

- For Employers: 1-888-464-4218
- For Employees: 1-888-897-7781

The USCIS also has a guide for employers conducting internal I-9 audits. You may find that Guide [HERE](#)