

# HR INTERNAL I-9 CHECKLIST

- I did not accept photo copies. All documentation is original.
- I did not accept a letters stating that the documentation is coming shortly (i.e, receipts from Social Security office) *The receipt can only be accepted if it is not being used to complete the I-9—for the State of PA purposes.*
- I did not accept a birth announcement from the hospital. I can accept a birth registration from the state or county.
- I did not accept a laminated or metal Social Security Card.
- I did not accept a Social Security card marked with “not valid for employment without INS authorization” with no other eligibility documentation.
- I did not accept an expired foreign passport.
- I did not accept an unexpired foreign passport without photocopying I-552 stamp or I-94 form.
- I did not accept an I-9 that was filled in using different colored inks (this shouldn't be a problem if they are required to fill it out here, right?)
- I checked that the date the employer (you) signed matches the date the employee signed the I-9.
- I checked that the Section 1 was 100% complete.
- I checked that the citizenship status box was checked before accepting the form.
- I checked that the name on the I-9 matches the legal name on Social Security card.
- I checked that they submitted proper forms of identification from the correct column.
- I checked that each line in Column A was complete. I did *not* fill in anything in B or C.
- I checked that each line in Column B and C were complete and that Column A was blank.
- I made copies of the documents used to complete the I-9.
- I completed Section 2 exactly as shown.
  - **List B (Sample Driver's License)**
    - Line 1 = Document Title (i.e. Driver's License)
    - Line 2 = Issuing Authority (i.e. State of Delaware)
    - Line 3 = Document Number (i.e. 123-23-4567)
    - Line 4 = Expiration Date (7/31/09)
  - **List C (Sample Social Security Card)**
    - Line 1 = Document Title (i.e. Social Security Card)
    - Line 2 = Issuing Authority (i.e. Social Security Admin)
    - Line 3 = Document Number (i.e. 123-45-6789)
    - Line 4 = Expiration Date (i.e. N/A)