

Worksite Enforcement

U.S. Immigration and Customs Enforcement (ICE) has significantly enhanced its efforts to combat the unlawful employment of illegal aliens in the United States. The agency's strategy differs dramatically from the approach of the former Immigration and Naturalization Service (INS), which focused on imposing civil fines on employers who hired illegal aliens. Today, ICE relies heavily on criminal prosecutions and the seizure of company assets to gain compliance from businesses that violate the employment provisions of our nation's immigration laws.

Like other white collar crimes, ICE worksite enforcement cases can be complex and lengthy, sometimes requiring months or even years of follow-up investigation. In many instances, these cases not only involve violations of the Immigration and Nationality Act (INA), but frequently reveal a host of other crimes, such as alien smuggling, document fraud, identity theft, money laundering, and wage and labor violations.

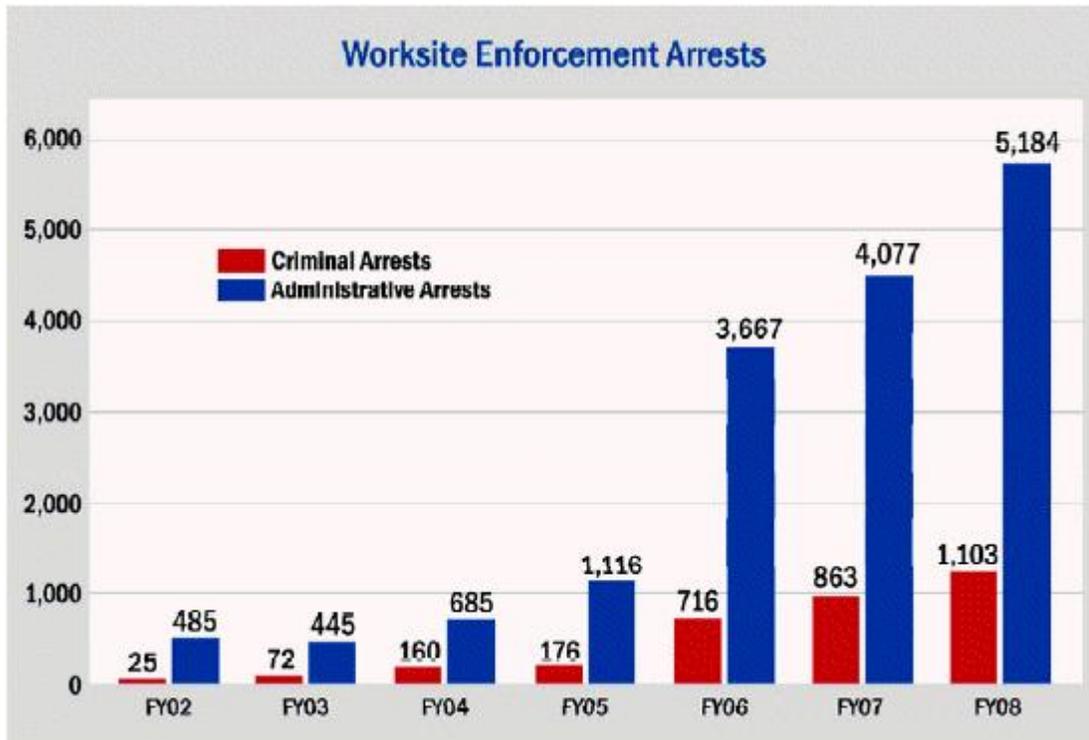
The leads that spark a worksite investigation come from an array of sources - tips from the public, reports from a company's current or former employees, even referrals from other law enforcement agencies. Cases involving national security or public safety implications receive top priority, as do investigations involving allegations of egregious worker exploitation, where the welfare of the employees may be at risk.

Once a lead is received, ICE agents employ a variety of techniques to investigate the allegations, including the use of undercover agents, confidential informants, cooperating defendants, and surveillance.

Often the most high-profile aspect of a worksite investigation involves the arrest of unauthorized employees or the execution of search warrants at a targeted business. But it is important to note that such a worksite operation represents only a piece of a broad investigation. While many believe that these operations mark the completion of the investigation, they don't. In fact often the investigation continues for weeks, months and even years following such an operation. Typically, during an operation, ICE agents are able to obtain additional evidence that was previously unavailable, and after the operation, they may spend months reviewing documents, interviewing more witnesses, and analyzing all of the seized evidence to determine whether the employer and its executives are criminally liable. And if the further investigation reveals criminal activity, the case will be presented to the appropriate federal or state authorities for prosecution.

Frequently Asked Questions

Why is worksite enforcement important?



Fiscal Year 2008 accomplishments

- ICE made more than 1,100 criminal arrests tied to worksite enforcement investigations.
- Of the individuals criminally arrested, 135 are owners, managers, supervisors or human resources employees facing charges including harboring or knowingly hiring illegal aliens. The remaining workers criminally arrested are facing charges including aggravated identity theft and Social Security fraud.
- ICE has also made more than 5,100 administrative arrests for immigration violations during worksite enforcement operations.

What can employers do to help ensure they have a legal workforce?

- The law is clear - employers have an affirmative obligation to verify that their employees are legally able to work in the United States.
- ICE's goal is to help those companies that want to obey the law and use our investigative and regulatory authority to stop those companies that do not.
- ICE seeks to create a culture of compliance by enlisting responsible employers of every size and description in partnerships designed to prevent the hiring of illegal aliens in the first place.

U.S. Immigration and Customs Enforcement (ICE) was established in March 2003 as the largest investigative arm of the Department of Homeland Security. ICE is comprised of

News Releases

November 26, 2008

Prison sentence, fine for office manager guilty in ICE worksite investigation

TUCSON, Ariz. - A Sierra Vista, Ariz., office manager was sentenced to two months in prison Tuesday after pleading guilty to knowingly hiring illegal aliens to work at a drywall company following an investigation by U.S. Immigration and Customs Enforcement (ICE).

U.S. District Judge Raner C. Collins also sentenced Carol Hill, 44, of Sierra Vista, Ariz., to 12 months of house arrest followed by 36 months of supervised release. Hill pleaded guilty in June 2008 to harboring illegal aliens for profit and knowingly hiring at least 10 illegal aliens within a 12-month period, both federal felonies. In addition, the court fined Hill \$10,000 and ordered her to complete 500 hours of community service.

The charges against Hill stem from a 16-month probe by ICE into allegations that personnel at Sun Drywall and Stucco, Inc., of Sierra Vista, Ariz., knowingly hired illegal alien workers and conspired with counterfeit document vendors to obtain fraudulent work authorization cards for those employees. The case resulted in the first federal charges ever brought in a worksite enforcement investigation in Arizona.

"This case serves as a reminder about the consequences facing employers who exploit illegal alien labor and violate our nation's laws," said Matt Allen, special agent in charge of ICE's Office of Investigations in Arizona. "Businesses that use illegal alien workers to gain an economic advantage over their competition must understand they will potentially pay a price for those unlawful practices."

"I hope that this sentence sends a message to all Arizona employers that they need to take federal immigration laws seriously and that we intend to aggressively pursue those who chose to violate them," said Diane J. Humetewa, the U.S. Attorney for the District of Arizona. "I would like to extend our thanks to all the federal, state and local agencies that worked to make this a successful prosecution."

Hill was responsible for maintaining Sun Drywall and Stucco's employment records. In December 2005, ICE agents inspected the employment documents of 115 of the company's employees and notified Hill that 11 of those employees were not authorized to work in the United States.

In pleading guilty, Hill admitted that the 11 illegal alien workers identified during the 2005 inspection continued to work for the company, some for as long as 14 months after the inspection. Hill also admitted she conspired to hire at least 63 illegal aliens and hide their



U.S. Immigration
and Customs
Enforcement

News Releases

February 08, 2008

ICE releases final arrest numbers for Utah worksite enforcement operation *Criminal charges may be forthcoming for some illegal aliens*

OREM, Utah - U.S. Immigration and Customs Enforcement (ICE) officials here announced that 57 illegal aliens were arrested during a worksite enforcement operation conducted Thursday morning at Universal Industrial Sales Inc. (UIS) in Lindon, Utah.

ICE officials forwarded about 30 cases to the Utah County Attorney's Office for possible criminal prosecution for offenses such as aggravated identity theft, forgery and document fraud. The Utah County Attorney's Office is expected to decide which cases to accept for prosecution within a week. Some cases involving individuals who illegally re-entered the country after previous deportation will be presented to the U.S. Attorney's office for potential prosecution. Individuals convicted of this felony face two to 20 years in prison.

ICE agents arrested a total of 57 illegal aliens during yesterday's operation. All were men. The nationalities include: Mexico, 51; Argentina, 2; Uruguay, 2; El Salvador, 1; and Honduras, 1.

During processing of the aliens, which lasted until early this morning, U.S. Department of Labor (DOL) Wage & Hour Division investigators arrived to ensure those arrested were paid for work they had already performed for UIS before their arrest.

Workers were also interviewed by ICE agents and health professionals with ICE's Division of Immigration Health Services to determine if they had any medical, sole-caregiver, or other humanitarian issues. Representatives from the Utah Health and Human Rights Project and the Utah Division of Child and Family Services were also present during the processing. Ultimately, one man was conditionally released yesterday afternoon for health reasons. He will be required to appear before a federal immigration judge at a later date.

Utah U.S. Attorney Brett L. Tolman yesterday announced the unsealing of two indictments in Salt Lake City that charged UIS and its human resource director with harboring illegal aliens and encouraging or inducing workers to stay in the United States illegally.

The first indictment charged Universal Industrial Sales Inc. of Lindon with 10 counts of harboring

illegal aliens, all of whom are or had been employees of the company, knowing or in reckless disregard of the fact that these individuals had come into and remained in the United States in violation of federal law. The indictment alleges the company concealed, harbored or shielded the workers from detection for commercial advantage.

The second indictment charged Alejandro "Alex" Urrutia-Garcia, 39, of Provo, Utah, with two counts of encouraging or inducing illegal aliens to remain in the United States unlawfully. Urrutia-Garcia, a naturalized U.S. citizen, is the human resources director at Universal Industrial Sales. He was arrested during the Feb. 7 law enforcement action at the company. If convicted, the maximum penalty for the charges in this indictment is 10 years in prison per count. Urrutia-Garcia made an initial appearance in federal court Thursday afternoon.

"These indictments show ICE's commitment to fully investigating companies and their hiring managers who attempt to disregard our laws," said ICE Assistant Secretary Julie L. Myers. "Employers who ignore their responsibilities and the law will be brought to justice."

In fiscal year 2007, ICE made more than 4,900 arrests in connection with worksite enforcement investigations, including 863 involving criminal violations. That represents a 45-fold increase in criminal worksite arrests compared to fiscal year 2001. In addition, ICE obtained more than \$31 million in criminal fines, restitutions and civil judgments in fiscal year 2007 as a result of worksite related enforcement actions.

-- ICE --

U.S. Immigration and Customs Enforcement (ICE) was established in March 2003 as the largest investigative arm of the Department of Homeland Security. ICE is comprised of five integrated divisions that form a 21st century law enforcement agency with broad responsibilities for a number of key homeland security priorities.

Last Modified: Friday, February 8, 2008

August 28, 2006

ICE deports 36 illegal aliens arrested in Fischer Homes investigation

CHICAGO - Thirty-six illegal alien workers, who were arrested in May as part of the Fischer Homes investigation, were deported to Mexico last week by U.S. Immigration and Customs Enforcement (ICE).

On May 9, 2006, ICE agents arrested four supervisors of Fischer Homes Inc. and 76 illegal alien workers as they departed for job sites in Hebron, Union and Florence, Ky. The four Fischer Homes managers were subsequently indicted for harboring illegal aliens for commercial advantage or private financial gain. If convicted, they face a maximum sentence of up to 10 years in prison, a \$250,000 fine, or both. Several contractors and contract companies that provided illegal workers for Fischer Homes construction sites were also indicted May 11 on criminal charges of harboring illegal aliens in connection with the scheme.

During the course of this investigation, ICE agents had arrested 93 illegal alien workers from: Mexico, El Salvador, Guatemala and Honduras. These illegal aliens were subsequently charged, and in some cases have been convicted in federal court, with illegally being in the United States. Fifty-nine of the convicted illegal aliens have been deported, with 36 of these being deported to Mexico last week. An additional 22 convicted illegal aliens were released and remain under court supervision as material witnesses in the criminal case; another 12 remain in U.S. Marshals Service custody pending criminal charges.

“ICE aggressively targets those employers



[Skip Navigation](#)

News Releases

July 11, 2007

ICE makes additional criminal arrests at Swift Company plants

WASHINGTON - U.S. Immigration and Customs Enforcement (ICE) agents Tuesday arrested 20 employees of Swift & Company (Swift), one of the nation's largest processors of pork and beef, after executing federal and state warrants in six states. The arrests included a human resources employee, a union official, and current or former Swift employees identified by the Federal Trade Commission (FTC) as suspected identity thieves.

"The criminal arrests tied to the Swift case demonstrate how entering the country illegally can serve as a gateway to other crimes including identity theft and document fraud," said Homeland Security Secretary Michael Chertoff. "We take these crimes seriously and will continue to seek out and arrest those who break the law." ICE agents made the arrests in Marshalltown, Iowa; Grand Island, Neb.; Worthington, Minn.; Greeley, Colo.; Hyrum, Utah; and Cactus, Texas.

Of those apprehended, 18 were arrested for charges relating to identity theft and administrative immigration violations. Chris Lamb, a human resources employee, and Braulio Pereyra, a union official who represents Swift employees, were arrested in Marshalltown and are charged with harboring illegal aliens. Lamb, a 17-year Swift employee, is also charged with misprision of a felony. The charge for harboring illegal aliens carries a five-year maximum prison sentence. The misprision offense is punishable by up to three years in prison.

"Swift is to be commended not only for its cooperation during yesterday's enforcement action, but for its continuing efforts to improve its hiring practices in order to ensure a legal workforce," said ICE Assistant Secretary Julie L. Myers. "The vast majority of companies want to do the right thing. When they do, ICE can focus our resources on the worst of the worst - those who've used stolen identities or aided illegal aliens in using stolen identities and victimized the unsuspecting public."

IFCO Systems enters into record 20.7 million settlement of claims related to employment of illegal aliens

ALBANY, NY - After one of the largest worksite enforcement operations conducted by U.S. Immigration and Customs Enforcement, IFCO headquartered in Houston, Texas has agreed to pay \$20.7 million dollars in civil forfeitures and penalties over four years, for employing illegal alien workers at its plants. John P. Torres, Acting Assistant Secretary of Homeland Security for U.S. Immigration and Customs Enforcement (ICE); Andrew T. Baxter, Acting U.S. Attorney for the Northern District of New York; and Superintendent Harry J. Corbitt, New York State Police, made the announcement today.

IFCO Systems North America ("IFCO"). IFCO, headquartered in Houston, Texas, is the largest pallet management services company in the United States. The settlement amount includes \$2.6 million dollars in back pay and penalties relating to IFCO's overtime violations with respect to 1,700 of its pallet workers. IFCO is also paying \$18.1 million in civil forfeitures that will be available to support future law enforcement activities. If IFCO fully complies with the terms of the settlement agreement, the United States Attorney for the Northern District of New York agrees not to pursue corporate criminal charges against IFCO for the conduct of its employees in hiring illegal alien workers at IFCO pallet plants prior to April 19, 2006. The government began its investigation of IFCO following a tip to ICE in February 2005, that illegal alien laborers at the Albany IFCO plant were observed ripping up their W-2 forms. On April 19, 2006, ICE agents, in concert with other federal and state authorities, conducted a work site enforcement action at over 40 IFCO pallet plants in 26 states, which resulted in the detention of 1,182 illegal aliens working at those plants. The United States Attorney's Office has prosecuted several IFCO managers and employees for criminal offenses associated with the employment of illegal alien workers at IFCO pallet plants. To date, nine IFCO managers and employees have entered pleas of guilty related to such criminal conduct. Four managers are currently pending trial on a felony indictment in U.S. District Court in the Northern District of New York¹ and the investigation of IFCO employees is continuing. The IFCO settlement agreement concerns only the liability of the corporation and does not address any pending or possible future criminal charges against individual employees.

The government's investigation documented that several IFCO managers and employees harbored and transported illegal aliens, and encouraged and induced them to remain in the United States as pallet workers. An analysis of the payroll information IFCO submitted to the Internal Revenue Service ("IRS") and the Social Security Administration ("SSA"), and the hiring patterns and practices at IFCO, suggests that during the time period from 2003 through April 2006, as many as 6,000 illegal aliens worked at IFCO pallet plants.

IFCO received repeated notice from the SSA and others, dating back to at least the year 2000, of the irregularities in the social security numbers used for employment purposes by many of its pallet workers. IFCO, its managers and employees, failed to take significant measures to verify the social security numbers of these workers, and in 2004 and 2005, failed to make any effort to address the use of invalid social security numbers by numerous pallet employees. Investigative entities further concluded that, at 30 of IFCO's pallet plants, back wages were due, under the Fair Labor Standards Act, to piece-wage pallet workers - the vast majority of whom were illegal aliens. Under the settlement agreement, IFCO acknowledges and accepts responsibility for the unlawful conduct of its managers and employees, as described in the agreement. The company further agrees to cooperate fully and actively with the U.S. Attorney's Office and the government entities involved in the investigation, as it has done since the date of the work site enforcement action. The agreement further includes a precedent-setting, compliance and reporting program, designed to prevent the employment of illegal aliens at IFCO plants in the future. The company will take remedial actions in hiring, such as use of DHS's "E-Verify"

screening program for all new hires, and will verify the social security numbers of all IFCO employees through SSA.

IFCO is also required to maintain an employee hotline to receive reports of any suspected violation of law at the company. The agreement runs through the year 2012, at which time, if the company has been in full compliance with all of the agreement's terms and conditions, the United States Attorney's Office will not seek to prosecute the company for any criminal charges related to the conduct of its employees prior to April 2006.

"Today's announcement that IFCO Systems North America will pay the largest settlement amount ever in a work site enforcement case and the fact that nine IFCO managers have admitted their guilt related to the employment of illegal aliens will send a powerful message that ICE will investigate and bring to justice companies which hire illegal workers," said John P. Torres, Acting Assistant Secretary of Homeland Security for ICE. "Companies who break the law by employing illegal aliens often exploit them and gain an unfair competitive advantage in the marketplace. By hiring illegal workers, these companies are unjustly able to undercut their law-abiding competition."

Andrew T. Baxter, Acting United States Attorney stated, "This settlement accomplishes the government's objective of deterring employers who might seek to subvert the immigration laws of this country. The Agreement severely punishes IFCO for its serious immigration and employment violations; but it also allows the corporation to continue its operations, so that its lawful employees and innocent shareholders do not suffer the consequences of a business failure in this economy. It is our hope that the compliance and reporting requirements under the agreement will serve as a model for other businesses."

New York State Police Superintendent Harry J. Corbitt said, "The New York State Police commends all of the investigative agencies for their hard work in investigating IFCO Systems and prosecuting the individuals who engaged in illegal immigration and employment-related conduct. This agreement sends a strong message to corporations that exploitive and illegal business practices for the sole purpose of their own financial gain will not be tolerated." Acting U.S. Attorney Baxter expressed his appreciation to the New York State Police for their invaluable assistance in this nation-wide investigation.

The IFCO managers who previously entered guilty pleas, and the respective charges to which they pled guilty, are as follows:

- Robert Belvin, of Stuart, FL (former General Manager, Albany IFCO plant): Conspiracy to Transport and Harbor Illegal Aliens and Conspiracy to Possess Identification Documents with the Intent to Use Unlawfully (felonies);
- James Rice, of Houston, TX (former corporate New Market Development Manager): Conspiracy to Transport and Harbor Illegal Aliens (felony);
- Steven Means, of Cincinnati, OH (former corporate New Market Development Manager): Conspiracy to Unlawfully Employ Illegal Aliens (misdemeanor);
- Bryan Baily, of Nashville, TN (former corporate New Market Development Manager): Conspiracy to Unlawfully Employ Illegal Aliens (misdemeanor);
- Abelino "Lino" Chicas, of Houston, TX (former Systems Manager): Aiding and Abetting the Transportation and Harboring of Illegal Aliens (felony);
- Michael Ames, of Shrewsbury, MA (former General Manager, Westborough, MA IFCO plant): Unlawful Employment of Illegal Aliens (misdemeanor);
- Craig Losurdo, of Arlington, TN (former Assistant General Manager, Albany IFCO plant): Unlawful Employment of Illegal Aliens (misdemeanor);
- Dario Salzano, of Amsterdam, NY (former Assistant General Manager, Albany IFCO plant): Unlawful Employment of Illegal Aliens (misdemeanor);
- Scott Dodge, of Elmira, NY (former Assistant General Manager, Albany IFCO plant): Conspiracy to Unlawfully Employ Illegal Aliens (misdemeanor).

The IFCO managers who are indicted on felony charges and pending trial are:

- Charles Davidson, of San Antonio, TX (current Vice President - New Market Development; formerly, Director, New Market Development);
- William Hoskins, of Cincinnati, OH (New Market Development Manager);
- Thomas Soto Castillo, of Cincinnati, OH (Foreman, Cincinnati; operations manager for New Market Development);
- Wendy Mudra, of Tampa, FL (Human Resources Manager).

The government's investigation of the involvement of certain IFCO's managers and employees in the hiring of illegal aliens and related conduct is continuing. The investigation is being conducted by ICE; the New York State Police, Special Investigation Unit; SSA, Office of Inspector General; IRS, Criminal Investigation; and the U.S. Department of Labor, Wage and Hour Division. The Guilderland Town Police Department and Schenectady Police Department also provided assistance during the investigation. The prosecution is being handled by Assistant United States Attorney, Tina E. Sciocchetti.

-- ICE --

U.S. Immigration and Customs Enforcement (ICE) was established in March 2003 as the largest investigative arm of the Department of Homeland Security. ICE is comprised of five integrated divisions that form a 21st century law enforcement agency with broad responsibilities for a number of key homeland security priorities.

Last Modified: Friday, December 19, 2008



Q. Why can't I present an expired document?

A. DHS wants to ensure that documents presented for use in the Form I-9 process must be valid and reliably establish both identity and employment authorization. Expired documents may not portray a valid status. They are also prone to tampering and fraudulent use. This change takes into account the limits placed on these documents by their issuing authorities. If a document does not contain an expiration date, such as a Social Security card, it is considered unexpired.

Q. Why is only one type of Employment Authorization Document left in List A?

A. Forms I-688, I-688A and I-688B are older employment authorization documents. These are no longer issued and have now expired.

Q. In Section 1 Employee Information and Verification, of the revised Form I-9, an employee can now attest to being either a citizen or noncitizen national of the United States. Who is a noncitizen national?

A. Noncitizen nationals are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad. More information on U.S. noncitizen nationals can be found on www.travel.state.gov.

Q: Where can I get the revised Form I-9 and the Employer Handbook (M-274)?

A: An informational copy of the revised Form I-9 and the interim final rule are available online through the *Federal Register* and on the Immigration Forms page of the USCIS Web site. The *Handbook for Employers, Instructions for Completing the Form I-9 (M-274)* is being updated to reflect the revision to the Form I-9 and will be available on the USCIS Web site in the near future. Employers who do not have computer access can order USCIS forms by calling our toll-free forms line at 1-800-870-3676. People can also request USCIS forms and information on immigration laws, regulations, and procedures by calling the National Customer Service Center toll-free at 1-800-375-5283.

Q: As an employer, can I accept documents that used to be on the Form I-9 but aren't now?

A: No. Beginning April 3, 2009, employers may only accept documents listed on the List of Acceptable Documents on the revised Form I-9. When an employee must be reverified because his or her employment authorization has expired, employers should ensure that they use the revised Form I-9 with its new List of Acceptable Documents. An employer may not reverify the employee by completing Section 3 – Updating and Reverification on a previous version of Form I-9.

Q: Are there any changes in the way the revised Form I-9 is completed?

A: No. The revised form should be completed exactly the same way as the old one was. Employers should be mindful of changes to the types of documents that they may accept in Section 2 – Employer Review and Verification.



Q: Is the Form I-9 available in different languages?

A: Form I-9 is available in English and Spanish. However, only employers in Puerto Rico may have employees complete the Spanish version for their records. Employers in the 50 states and other U.S. territories may use the Spanish version as a translation guide for Spanish-speaking employees, but must complete the English version and keep it in their records. Employees may also use or ask for a translator/preparer to assist them in completing the form.

Q: Are employers in Puerto Rico required to use the Spanish version of the Form I-9?

A: No. Employers in Puerto Rico may use either the Spanish or the English version of the revised Form I-9 to verify employees.

Q: When should employers begin using the revised version of the Form I-9?

A: Employers must use the revised Form I-9 for all new hires (and reverifications) beginning April 3, 2009. The current edition of Form I-9, dated 06/05/2007, will no longer be valid for use as of that date. Employers who continue to use the 06/05/2007 edition of Form I-9 on or after that date may be subject to civil money penalties. An informational copy of the revised Form I-9 can be viewed online at www.regulations.gov or on the Immigration Forms page of the USCIS Web site.

Q. Do I need to complete the revised version of the Form I-9 for all my employees or just the new ones?

A: Employers only need to complete the revised version of Form I-9 (Rev. 02/02/09)N for new employees. Employers should not be completing Forms I-9 for existing employees. However, employers must use Form I-9 when their employees require reverification.

Q: How can I formally comment on this interim final rule?

A: Please submit written comments on or before March 4, 2009 by one of the following methods:

- **Federal eRulemaking Portal:** www.regulations.gov. Follow the instructions for submitting comments.
- **Mail:**
Chief, Regulatory Management Division MS 2210
U.S. Citizenship and Immigration Services
Department of Homeland Security
111 Massachusetts Ave., NW (Suite 3008)
Washington, DC 20529-2210

Please reference DHS Docket No. USCIS-2008-0001 on your correspondence. This address may be used for paper, disk, or CD-ROM submissions.

- **Hand Delivery/Courier:**
Regulatory Management Division
U.S. Citizenship and Immigration Services
Department of Homeland Security
111 Massachusetts Ave., NW (Suite 3008)
Washington, DC 20529-2210
Contact Telephone: (202) 272-8377

**Form I-9, Employment
Eligibility Verification**Department of Homeland Security
U.S. Citizenship and Immigration Services**Instructions****Read all instructions carefully before completing this form.**

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. 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 presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?

All employees, citizens, and noncitizens hired after November 6, 1986, and working in the United States must complete Form I-9.

Filling Out Form I-9**Section 1, Employee**

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Noncitizen Nationals of the United States

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A.** If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B.** If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C.** If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:
 - 1.** Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
 - 2.** Record the document title, document number, and expiration date (if any) in Block C; and
 - 3.** Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

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

Form I-9, Employment Eligibility Verification

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 have a future expiration date may also constitute illegal discrimination.

Section 1. 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 #

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)
----------------------	-----------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one 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): _____		_____		_____

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 authorized 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 (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	----------------------------------------------------

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
-----------------------	-------------------	---------------------------------

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	Date (month/day/year)
----------------------------------------------------	-----------------------

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

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)		
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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
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	5. U.S. Military card or draft record	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
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
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	For persons under age 18 who are unable to present a document listed above:	5. Native American tribal document
	10. School record or report card	6. U.S. Citizen ID Card (Form I-197)
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	
		8. Employment authorization document issued by the Department of Homeland Security

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

I-9 Support Materials

Federal Documents used in this section:

I Am an Employer.... How Do I...Complete Form I-9 Employment Verification?
M-584 (12/06)

I-9 DOCUMENT REVIEW
Employer Information Bulletin 103

About Form I-9 Employment Eligibility Verification

I-9 Process In A Nutshell

How do I know if a document is genuine or false?

An employer is not required to know with absolute certainty whether a document is genuine or false. **The law merely requires that an Employer examine the original document (not a photocopy) and make a good faith determination that the document:**

- Appears to relate to the employee:
- Appears to be genuine: and
- Is listed as an acceptable document on the back of the Form I-9.

Please note that the rejection of a document that later proves to be genuine could result in a violation of the anti-discrimination provisions of immigration law... (I Am an Employer...How do IComplete Form I-9?)

Employer's Responsibility under the Law—Document Review Standard

The standard for review of documents in the employment eligibility verification process is **that of reasonableness**. An I-9 List document is acceptable if it reasonably appears on its face (1) to be genuine and (2) to relate to the individual who presents it. In other words, an employer or employer's agent who signs Section 2 of the Form I-9 is not attesting to the legitimacy of the status of the person who presents the document but, rather, to the fact that he or she has reviewed the original document and that it reasonably appears to him or her, upon reasonable inspection of its features and the information it contains, to be genuine and to relate to the employee who has presented it for employment eligibility verification purposes. **(I-9 Document Review)**

Questions About Genuineness Of Documents.

Employers are not required to be document experts. In reviewing the genuineness of the documents presented by employees, employers are held to a reasonableness standard.

Since no employer which is not participating in one of the employment verification pilots has access to receive confirmation of information contained in a document presented by an employee to demonstrate employment eligibility, it may happen that an employer will accept a document that is not in fact genuine –or is genuine but does not belong to the person who presented it. **Such an employer will not be held responsible if the document reasonably appeared to be genuine or to relate to the person presenting it.** An employer who receives a document that appears not to be genuine may request assistance from the nearest Immigration field office to contact the Office of Business Liaison **(About Form I-9, Employment Eligibility Verification)**

Missing Forms I-9

An employer who discovers that the Form I-9 is not on file for a given employee should request that the employee complete section 1 of the Form I-9 immediately and submit documentation as required in Section 2. The new form should be dated when completed – never back dated. When an employee does not provide acceptable documentation, the employer must terminate employment or risk being subject to penalties for “knowingly” continuing to employ an unauthorized worker if the individual is not in fact authorized to work. **(I-9 Process in a Nutshell)**

Discovering an Unauthorized Employee

An employer who discovers that an employee has been working without authorization should re-verify work authorization by allowing such an employee another opportunity to present acceptable documentation and complete a new Form I-9. **However, employers should be aware that , if they know or should have known that an employee is unauthorized to work in the United States, they may be subject to serious penalties for “knowingly continuing to employ” an unauthorized worker. (I-9 Process in a Nutshell”)**

Remote Hires

It is not unusual for a U.S. employer to hire a new employee who doesn’t physically come to that employer’s office to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries, public accountant, attorneys, personnel officers, foreman etc. AN employer should choose an agent cautiously, since it will be held responsible for the actions to that agent.

(About Form I-9, Employment Eligibility Verification)

Service Providers

Some business entities contract with professional employer organizations (PEOs) to handle the personal and benefits aspects of the business. This may include completion and retention of Forms I-9. Where the business entity and the PEO are “co employers”, one Form I-9 need be completed between the co-employers for each employee who was simultaneously hired by the

co-employers. A business entity and PEO will be deemed a “co-employer” if, among other things, an employer/employee relationship is said to exist between the business entity and PEO on the one hand, and the individual on the other, even though the employee is only performing one set of services for both co-employers. Therefore, the authority to hire or terminate employment would have to be in the hands of both the business entity and the PEO. Since both entities are employing the individual, however, both entities remain equally responsible for meeting the Form I-9 requirements and equally liable for any failures to meet those requirements. **Accordingly, the employer is fully reasonable for errors, omissions and deficiencies in the PEO’s processing. (About Form I-9, Employment Eligibility Verification)**

Constructive Knowledge

Knowingly hiring or continuing to employ unauthorized aliens is a serious violation that subjects the employer to civil and where there is a pattern of such violations, criminal penalties. In the context, **the term knowing includes not only actual knowledge but also knowledge which may fairly be inferred through notice of certain facts and circumstances which would lead a person, through the exercise of reasonable care, to know about a certain condition. Constructive knowledge may include, but is not limited to, situations where an employer:** (1) fails to complete or improperly completes the Form I-9; (2) has information available to it that would indicate that the alien is not authorized to work, such as Labor Certification and/or an Application for Prospective Employer; or (3) acts with reckless and wanton disregard for the legal consequences of permitting another individual to introduce an unauthorized alien into its work force or to act in its behalf.

Note: An employee’s foreign appearance or accent is not a relevant factor. **(I-9 Document Review)**

Department Of Homeland Security
Office of Chief Counsel
Attention: [REDACTED]
Assistant Chief Counsel
4730 Paris Street
Denver, Colorado 80239

II. You may submit to the Service, a written answer responding to each allegation listed in this Notice either in person or by certified mail, at the above address.

III. If a written request for a hearing is not received timely, the Service will issue (within 45 days) a final and unappealable order directing you to pay a fine in the amount specified in this Notice. If the charge specifies violation(s) of subsection 274A(a)(1)(A) or subsection 274A(a)(2) of the Act, the order will also require that you cease and desist from such violation(s).

IV. You have a right to representation by counsel of your choice at no expense to the government.

V. Any statement given may be used against you in these proceedings.

Certificate of Service

Served by (print name): [REDACTED]

Date served: 10/01/07

Method of service: CERTIFIED MAIL [REDACTED]

Person or entity served: [REDACTED]

Place of service: [REDACTED]

Signature of employee or officer: [REDACTED]

Name and title of employee or officer: Special Agent

ATTACHMENT "A"

UPON inquiry conducted by the Department of Homeland Security, Immigration and Customs Enforcement, it is alleged that:

COUNT I

1. You hired the following fourteen (14) individuals for employment in the United States:

EMPLOYEE NAME:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
11. [REDACTED]
12. [REDACTED]
13. [REDACTED]
14. [REDACTED]

2. You hired the individuals listed in allegation #1 after November 6, 1986 and before October 25, 2006.
3. On September 25, 2006, an agent of the Department of Homeland Security, Immigration and Customs Enforcement, requested that you present for inspection, on October 16, 2006, later changed to October 25, 2006 by mutual consent, all Employment Eligibility Verification Forms, Forms I-9, prepared for your employees.
4. On October 25, 2006, you failed to present and make the Forms I-9 available for inspection, pursuant to the referenced request, for each of the individuals listed in allegation #1.

WHEREFORE, it is charged that you are in violation of section 274A(a)(1)(B) of the Immigration and Nationality Act (the Act), 8 U.S.C. section 1324a(a)(1)(B), which renders it unlawful, after November 6, 1986, for a person or other entity to hire, for employment in the United States, an individual without complying with the requirements of section 274A(b)(3) of the Act, 8 U.S.C. 1324a(b)(3), and 8 C.F.R. section 274a.2(b)(2)(ii).

The civil monetary penalty assessed for COUNT I is \$14,000, (\$1,000 for each violation).

COUNT II

5. You hired the ninety-two (92) individuals identified in Attachment "B" for employment in the United States.
6. You hired the individuals listed in Attachment "B" after November 6, 1986 and before October 25, 2006.
7. On September 25, 2006, an agent of the Department of Homeland Security, Immigration and Customs Enforcement, requested that you present for inspection, on October 16, 2006, later changed to October 25, 2006 by mutual consent, all Employment Eligibility Verification Forms (Forms I-9), prepared for your employees.
8. Forms I-9 were presented, as requested, for the referenced ninety-two (92) individuals. However, none of the Forms I-9, for each of the employees identified in Attachment "B", were properly completed.
9. You failed to properly complete section 1 and/or section 2 of the Employment Eligibility Verification Form, Form I-9, for the ninety-two (92) individuals listed in Attachment "B".
10. Attachment "B" identifies the violations and individual fine assessed for each I-9, for each of the identified employees.

WHEREFORE, it is charged that you are in violation of section 274A(a)(1)(B) on the Immigration and Nationality Act (the Act), 8 U.S.C. section 1324a(a)(1)(B), which renders it unlawful, after November 6, 1986, for a person or other entity to hire, for employment in

the United States, an individual without complying with the requirements of Section 274A(b)(1) and (2) of the Act, 8 U.S.C. section 1324a(b)(1) and (2), and 8 C.F.R. section 274a.2(b)(1)(i) and (ii).

The civil monetary penalty assessed for these violations is \$53,480.00.

WHEREFORE, pursuant to section 274A of the Immigration and Nationality Act (the Act), and Part 274a, Title 8, Code of Federal Regulations, it is the intention of the Department to order you to pay a total fine in the amount of \$67,480.00 (Sixty-seven Thousand, Four hundred-eighty Dollars) for COUNTS I and II.

[REDACTED]

NAME	I-9 REVIEW	FINE AMOUNT
[REDACTED]	Certification in Section 2 not timely completed	\$550.00
[REDACTED]	Section 1 undated. Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 2 not completed. No documents identified. Certification in Section 2 not timely completed. No signature and undated.	\$640.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 1 undated.	\$550.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	No list "C" document. Certification in Section 2 not timely completed. Section 2 unsigned.	\$640.00
[REDACTED]	Section 2 not completed. Certification in Section 2 not timely completed.	\$640.00
[REDACTED]	Section 1 undated. Section 2 not completed. Certification in Section 2 not timely completed. Section 2 unsigned and undated.	\$640.00
[REDACTED]	Section 1 undated. Section 2 not completed. Certification in Section 2 not timely completed. Section 2 unsigned and undated.	\$640.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 1 unsigned and undated.	\$550.00
[REDACTED]	Section 1 undated. Section 2 not completed. Certification in Section 2 not timely completed. Section 2 unsigned and undated.	\$640.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00

[REDACTED]

[REDACTED]

[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 1 attestation not completed. Section 1 unsigned and undated.	\$550.00
[REDACTED]	Section 1 undated.	\$550.00
[REDACTED]	Date of commencement of employment not completed in the certification.	\$550.00
[REDACTED]	List "C" document number not listed.	\$550.00
[REDACTED]	Section 1 undated.	\$550.00
[REDACTED]	Section 1 not timely completed. Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 1 undated. Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 2 not completed. Certification in Section 2 not timely completed. Not signed or dated.	\$640.00
[REDACTED]	Section 2 undated.	\$550.00
[REDACTED]	Section 2 not completed. Certification in Section 2 not timely completed. Unsigned and undated.	\$640.00
[REDACTED]	Section 1 undated.	\$550.00
[REDACTED]	Certification in Section 2 not timely completed.	\$550.00
[REDACTED]	Section 1 attestation not completed. Section 1 undated. Certification in Section 2 not timely completed.	\$640.00
[REDACTED]	Section 2 undated.	\$550.00
[REDACTED]	No list "C" document identified. Certification in Section 2 not timely completed.	\$640.00
[REDACTED]	Section 1 undated.	\$550.00
[REDACTED]	Section 2 not completed. Certification in Section 2 not timely completed. Unsigned and undated.	\$640.00
[REDACTED]	No attestation in Section 1.	\$550.00

[REDACTED]	\$1000.00

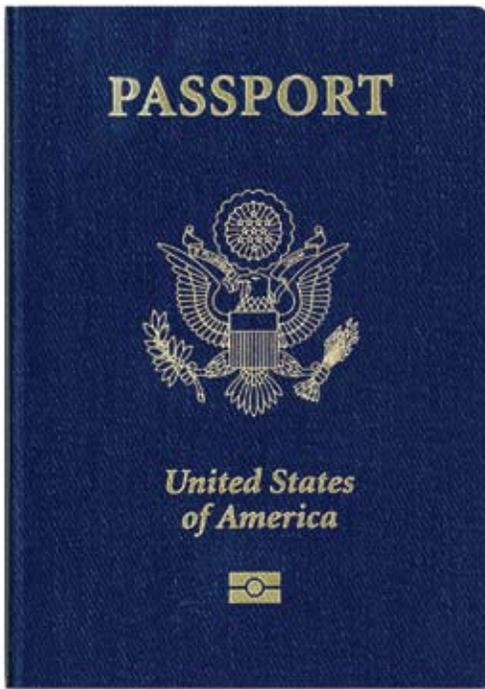
List A—Documents That Establish Both Identity and Employment Authorization

U.S. Passport

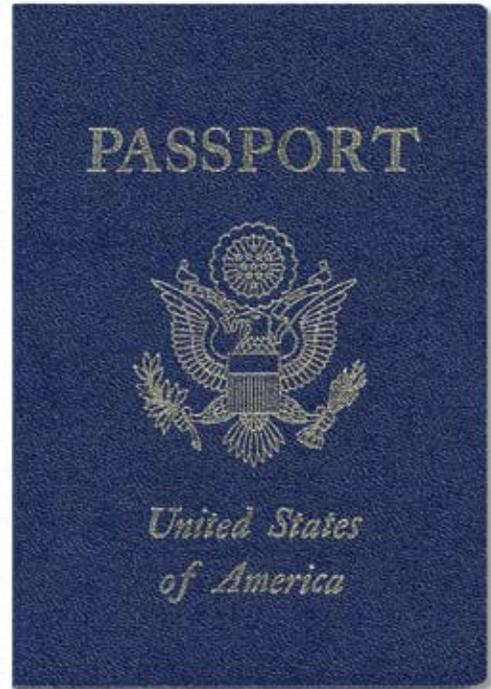
The U.S. Department of State issues the U.S. Passport to U.S. citizens and nationals. There are a small number of versions still in circulation that vary from the main versions shown here.

The following illustrations in this Handbook do not necessarily reflect the actual size of the documents.

Current U.S. Passport cover and open



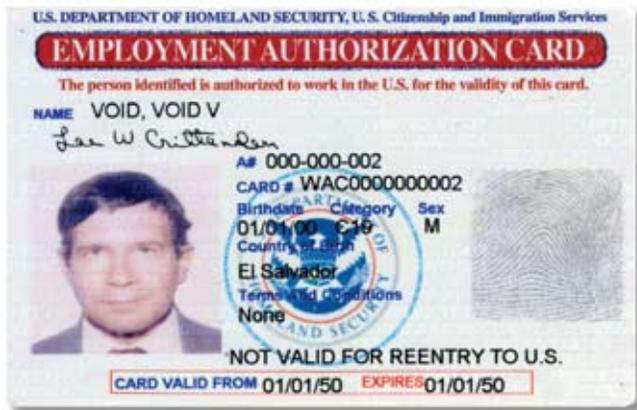
Older U.S. Passport cover and open



Employment Authorization Document (Form I-766)

USCIS issues the Employment Authorization Document to aliens granted temporary employment authorization in the United States. The card contains the bearer's photograph, fingerprint, card number, Alien number, birthdate,

and signature, along with a holographic film and the DHS seal. The expiration date is located at the bottom of the card.



Employment Authorization Document (Form I-766) front and back

Form I-94/I-94A Arrival/Departure Record

CBP issues an arrival-departure record to nonimmigrant aliens and other alien categories. This document indicates the bearer's immigration status, the date that the status was granted, and when the status expires. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1. The Form I-94 has a handwritten date and status, and the Form I-94A has a computer-generated date and status.

Both may be presented with documents that Form I-9 specifies are valid only when Form I-94 or I-94A also is presented, such as the foreign passport, Form DS-2019, or Form I-20.

Form I-9 provides space for you to record the document number and expiration date for both the passport and Form I-94 or I-94A.

Departure Number OMB No. 1651-0111

626633123 12

I-94
Departure Record

14 Family Name SAMPLE	
15 First (Given) Name JANE	16 Birth Date (Day/Mo/Yr) 23, 03, 68
17 Country of Citizenship NEW ZEALAND	

CBP Form I-94 (10/04)
STAPLE HERE

See Other Side

Form I-94 Arrival/Departure Record

Departure Number

813106636 11

Department of
Homeland Security

CBP I-94A (11/04)
Departure Record

Family Name SAMPLE	
First (Given) Name AHMET	Birth Date (Day Mo Yr) 22, 12, 50
Country of Citizenship PAKISTAN	

20041122 US-VISIT 20050207 MULTIPLE

STAPLE HERE

See Other Side

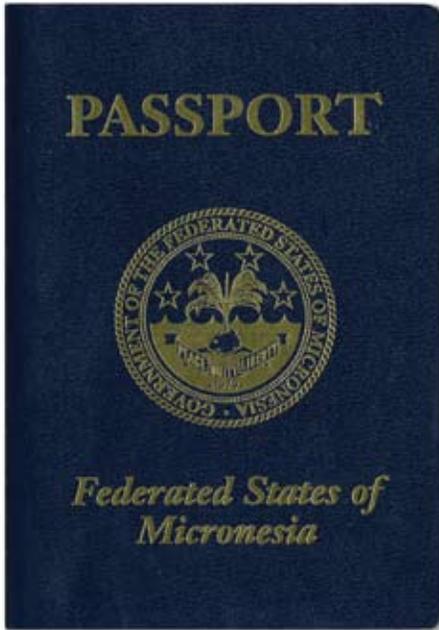
Form I-94A Arrival/Departure Record

Passports of the Federated States of Micronesia and the Republic of the Marshall Islands

In 2003, Compacts of Free Association (CFA) between the United States and the Federated States of Micronesia (FSM) and Republic of the Marshall Islands (RMI) were amended to allow citizens of these countries to work in the United States without obtaining an Employment Authorization Document (Form I-766).

For Form I-9 purposes, citizens of these countries may present their passports accompanied by a Form I-94 or

I-94A indicating nonimmigrant admission under the CFA. The exact notation on the Form I-94 or I-94A may vary and is subject to change, but as of early 2009 typically states “CFA/MIS” for an RMI citizen, and “CFA/FSM” for an FSM citizen.

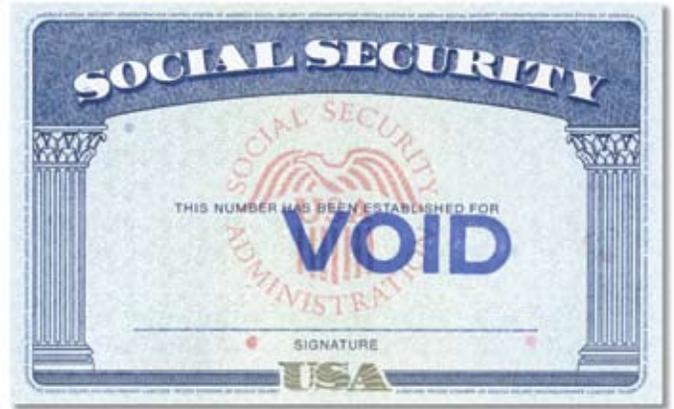


Passport from the Federated States of Micronesia

List C—Documents That Establish Employment Authorization Only

U.S. Social Security Account Number Card

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services), and can be presented as a List C document unless the card specifies that it does not authorize employment in the United States. Metal or plastic reproductions are not acceptable.



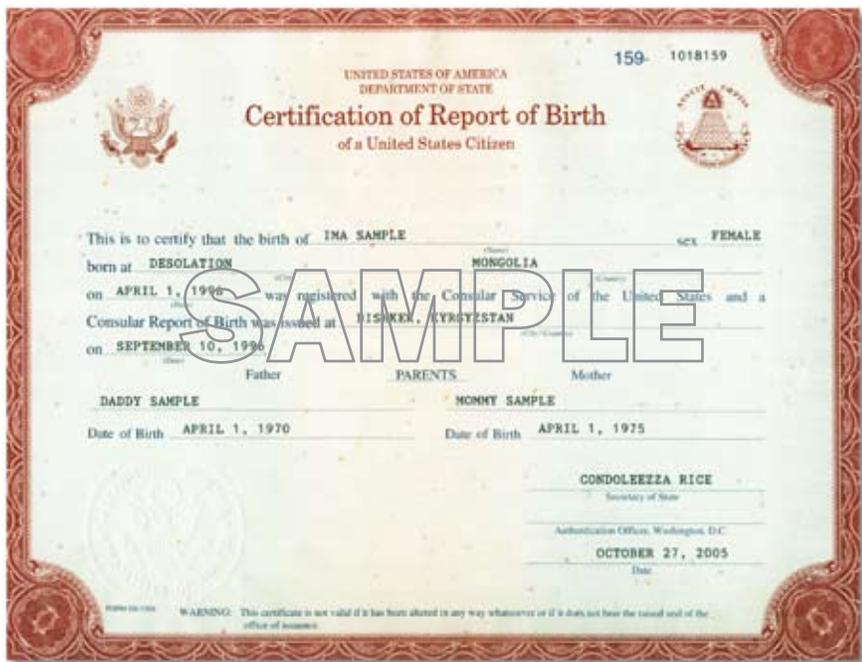
U.S. Social Security Card

Certification of Birth Abroad Issued by the U.S. Department of State

These documents may vary in color and paper used. All will include a raised seal of the office that issued the document, and may contain a watermark and raised printing.



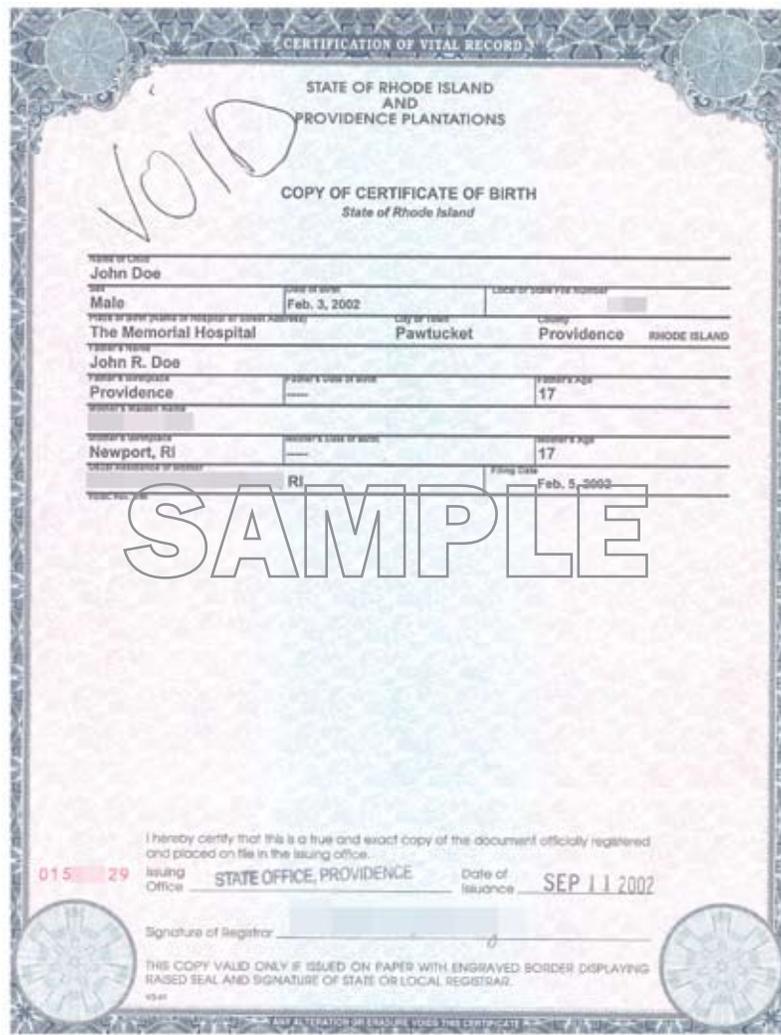
Certification of Birth Abroad Issued by the U.S. Department of State (FS-545)



Certification of Report of Birth Issued by the U.S. Department of State (DS-1350)

Birth Certificate

Only an original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States that bears an official seal. Versions will vary by state and year of birth.

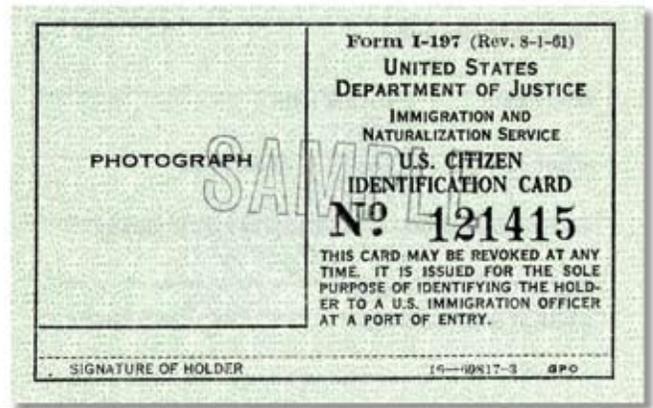


Birth Certificate

U.S. Citizen Identification Card (Form I-197)

Form I-197 was issued by the former Immigration and Naturalization Service (INS) to naturalized U.S. citizens. Although this card is no longer issued, it is valid indefinitely.

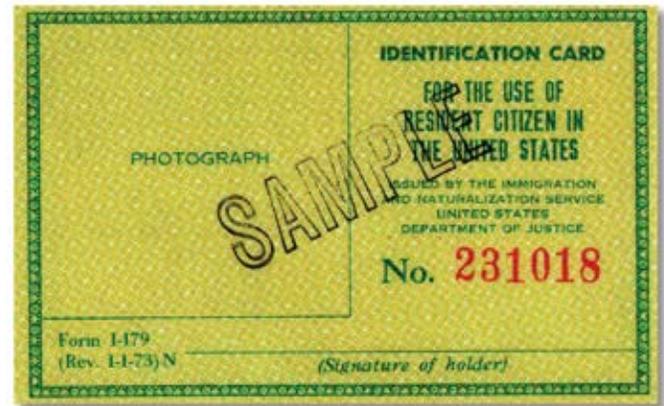
U.S. Citizen Identification Card
(Form I-197)



Identification Card for Use of Resident Citizen in the United States (Form I-179)

Form I-179 was issued by INS to U.S. citizens who are residents of the United States. Although this card is no longer issued, it is valid indefinitely.

Identification Card for Use of Resident
Citizen in the United States (Form I-179)



Form I-20 Certificate Accompanied by Form I-94 or I-94A

Form I-94 or I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20 Student ID endorsed with employment authorization by the Designated School Official for off-campus employment or curricular practical training. USCIS will issue an Employment Authorization Document (Form I-766) to all students (F-1 and M-1) authorized for a post-completion practical training period. (See page 48 for Form I-94/I-94A)

Form I-20 Certificate Accompanied
by Form I-94 or I-94A

