

Form I-9 & E-Verify

U.S. Citizen and Immigration Service Form I-9 is used to verify the identity and employment eligibility for everyone in the United States. This includes citizens and non-citizens. This form is required by law and must be completed by employers for each employee they hire. Failure to complete the form can result in fines. E-Verify is a separate web-based system used to confirm the information employees provide.

Form I-9

The I-9 Form is used to verify both an employee's identity and employment eligibility. The form must be completed within three business days of the date employment begins. If for some reason an employee who is authorized to work in the United States is unable to provide the required documents within 3 business days, they must present a receipt showing that they applied for the required documents and then present the actual documents within ninety days.

Because both identity and employment eligibility must be verified, Form I-9 divides the type of documents needed into three categories or lists. List A are documents that establish both identity and employment eligibility such as a U.S. Passport. List B documents are those that establish identity such as a driver's license or another type of government issued ID containing a picture, date of birth, gender, height, eye color, and address. List C documents are those that establish employment eligibility such as a U.S. social security card or an original or certified copy of a birth certificate showing that the holder was born

in the United States or a U.S. territory like Guam or Puerto Rico. For a complete list of acceptable forms of ID consult the List of Acceptable Documents section on the I-9 Form.

E-Verify

Use of E-Verify does not replace Form I-9. E-Verify is a web-based system run by the federal government that allows employers to confirm the eligibility of their employees to work in the United States. E-Verify compares the information employees provide on the I-9 Form to records held by the Social Security Administration, Department of Homeland Security (DHS), and the Department of State. Employers must enroll in E-Verify in order to use the system.

What This Means for Counties

Every time a new county employee is hired, Form I-9 must be completed. Failure to complete the form in a timely and accurate manner may result in fines should your county be audited by the DHS, the Department of Justice, or the Department of Labor. E-Verify is a voluntary federal system that allows you to match information an employee provides against government databases helping insure that the information is accurate. For more information on employment verification, please contact CTSI at 303 861 0507. 