

How far in advance can the Form I-9 be completed?

The Form I-9 can be completed as soon as the job offer has been extended and accepted. Newly hired employees must complete and sign Section 1 of Form I-9 no later than their first day of employment. You may not use the Form I-9 process to screen job applicants or to delay the actual start day of work.

WHICH DOCUMENTS ARE MOST FREQUENTLY USED TO COMPLETE THE I-9?

U.S. Citizenship and Immigration Services has provided lists (A, B, and C) of the various [acceptable documents](#). You may present any one document from List A for examination, but the most commonly used is a U.S. Passport. If you do not have a passport (or any other document from list A) you will need to present two documents, one each from Lists B and C. The most commonly used documents in this scenario are, from List B, a Driver's License **plus** from List C, a Social Security Card or a Birth Certificate.

WHAT IS THE DIFFERENCE BETWEEN LIST A, B, AND C DOCUMENTS?

List A documents establish both identity and eligibility for employment. List B documents establish only identity, and List C documents establish only employment eligibility--so one each from List B and List C is required if a List A document is not presented.

ARE PHOTOCOPIES OF A DOCUMENT ACCEPTABLE?

NO - Photocopies are not acceptable. Original documents must be presented. A **certified** copy of a birth certificate is acceptable.

ARE EXPIRED DOCUMENTS ACCEPTABLE?

No. Expired documents are not acceptable. The U.S. Citizenship and Immigration Services wants to ensure that documents presented for use in the I-9 form process are valid and reliably establish both identity and employment authorization status. Expired documents may not demonstrate a valid status and are prone to tampering and fraudulent use. Note that if a document does not contain an expiration date, such as a Social Security card, it is considered to be unexpired.

IS A SOCIAL SECURITY CARD THAT HAS BEEN LAMINATED ACCEPTABLE?

No. Laminating Social Security cards makes them invalid. Metal or plastic reproductions are also not acceptable.

WHAT KIND OF INK CAN BE USED TO FILL OUT THE I-9 FORM?

The I-9 form may only be filled out in **BLUE** or **BLACK** ink. Pencils and other colors of ink are not accepted.

WHAT HAPPENS IF AN ERROR IS MADE ON THE I-9 FORM?

Cross out the error on the I-9 form and then initial and date next to it. Alternatively, you may shred the form and start over.

I COMPLETED AN I-9 WITH MY EMPLOYER THIS SUMMER, DO I HAVE TO COMPLETE ANOTHER ONE FOR THE UNIVERSITY?

Yes. Each employer must collect an I-9 from each new employee. If you haven't worked on campus previously, you will need to complete an I-9 when you become a staff member at the University of Puget Sound.

WHAT IF THE STUDENT STAFF MEMBER DOES NOT COMPLETE THE I-9 FORM PRIOR TO THE START OF EMPLOYMENT?

Student staff members must complete the I-9 form before they begin working.

WHAT DO I DO IF I HAVE QUESTIONS OR NEED HELP WHEN COMPLETING THE I-9 FORM?

Centenary welcomes all questions. You may contact us via email at hr@centenary.edu, phone at 318-869-5191, or by visiting our office in Hamilton Hall, room 127. More information about the I-9 form is available on the U.S. Citizenship and Immigration Services website at <http://www.uscis.gov/i-9>.