

## Required Fields on Form I-9 Section 1

For more detailed instructions on how to complete the Form I-9 please refer to the "Instructions for Form I-9, Employment Eligibility Verification" found on the following web site:

<https://www.uscis.gov/sites/default/files/files/form/i-9instr.pdf>

### Completing Section 1: Employee Information and Attestation (completed by Employee)

(Must be completed and signed between acceptance of job offer and no later than the first day of employment)

#### Employee Information

- Last Name (Family Name)
- First Name (Given Name)
- Middle Initial: **If no middle name enter "N/A"**
- Other Last Names Used: **If no other last names enter "N/A"**
- Address (Street Name and Number) **PO Box can be used under Section 1 (only) if no street**
- Apartment: **If no apartment number enter "N/A"**
- City or Town
- State
- ZIP Code
- Date of Birth: (mm/dd/yyyy)
- U.S. Social Security Number
- E-mail Address (Optional): **If no E-mail address enter "N/A"**
- Telephone Number (Optional): **If no telephone enter "N/A"**

#### Attesting to Citizenship or Immigration Status (**Must select one box**)

1. **Citizen of the United States (includes naturalized)**
2. **A noncitizen national of the United States (see instructions)**
3. **A lawful permanent resident: would need to include either Alien Registration Number (A-Number) or USCIS Number in space provided.**
4. **An alien authorized to work: must provide expiration date as well as one of the following to complete section:**
  1. **Alien Registration Number (A-Number)/USCIS Number; OR**
  2. **Form I-94 Admission Number; OR**
  3. **Foreign Passport Number and the Country of Issuance**

#### Preparer and/or Translator Certification (**Must select one box**)

- First check box ... **"I did not use a preparer or translator"** ... employee checks box, then leaves other fields in area blank
- Second check box... **"A preparer(s) and/or translator(s) assisted the employee in completing Section 1"** ... preparer and/or translator checks box and completes other fields in area. **Note: Address should be current residence of preparer or translator who helped employee complete form.**