

Form I-9 Employee Checklist

Before your appointment

- Complete Section 1 of Form I-9 no later than your first day of employment.
- Choose ONE document from List A, OR one from List B AND one from List C.
- Bring originals — no photocopies or images on a phone.
- Confirm the meeting location, time, and Authorized Representative contact.

Examples of acceptable documents

- List A (identity + work authorization): U.S. Passport, Permanent Resident Card, Employment Authorization Document.
- List B (identity): State-issued driver's license or ID card.
- List C (work authorization): U.S. Social Security card, U.S. birth certificate.

At the appointment

- Your Authorized Representative will inspect your original documents in person.
- The representative will complete Section 2 on your employer's behalf.
- The completed Form I-9 is returned to your employer for their records.

Disclaimer

This document is provided for informational purposes only. Straub Document Group acts as the employer's designated Authorized Representative for the purpose of completing Section 2 of Form I-9. This is not a notarization. We do not provide legal or immigration advice.

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