

**PRACTICAL ADVICE TO EMPLOYERS ON THE USE OF EMPLOYMENT
ELIGIBILITY VERIFICATION FORMS (I-9)**

1. Make sure that a Form I-9 is completely and accurately filled out for every employee within three (3) days of hire. The employee and employer sections must be accurate and complete.
2. Keep all completed Form I-9's in a separate, confidential file. Maintaining copies of the employment verification documents may be kept with the completed Form I-9's; however, if you retain copies, copies must be retained for all employees. We recommend that employers do NOT retain copies of the documents reviewed – all necessary information should already be included on the Form I-9.
3. Do not refuse to hire any person because of national origin, citizenship, intent to become a United States citizen, accent, foreign-sounding name or foreign-looking appearance.
4. Do not require that any applicant or employee produce more or less of than employment eligibility documents than IRCA requires. Consistently require that all affected employees produce the required documentation. Do not fail to require verification documents from individuals you think are "obviously" United States citizens.
5. Do not attempt to utilize the work services of known unauthorized aliens through "independent contractor" or "lease" arrangements.
6. Discharge any employee who fails to produce employment verification documents within three (3) business days of hire. EXCEPTION: If an employee is authorized to work, but is unable to present the required document(s) within three (3) business days, he or she must present a receipt for the application within three (3) business days and the actual documents within 90 days.
7. Make sure employment verification documents "reasonably appear to be genuine." If you have concerns about whether a document appears legitimate, the name of the agency issuing the document (which must be stated in the section employers complete about the documents reviewed), consult the USCIS "Handbook for Employers," Form M-274, which can be downloaded from the USCIS website.
8. Keep track of all limited-duration alien employment authorizations.