

Form I-9, Employment Eligibility Verification, Acceptable Documentation & Collection FAQ's:

VERIFICATION:

What is Form I-9 Employment Eligibility Verification?

Form I-9 Employment Eligibility Verification (I-9) verifies your identity and employment authorization to work in the United States.

What is E-Verify?

E-Verify is an internet-based system that compares information from your I-9 to confirm that you are authorized to work in the United States.

Am I required to do this?

Yes, it is required by federal law.

What happens if I do not complete the I-9?

By law, After School Matters (ASM) can not allow you to participate in your program if you do not complete the I-9 verification process.

When do I need to complete the I-9 process?

You may complete the I-9 process after you receive and accept the offer to participate in a program.

How often will I need to complete I-9?

Ideally, once. However, there are specific rules that may require reverification.

Who will process my I-9?

An authorized People and Culture representative will process your I-9.

Can my parents or guardian complete the I-9 without me?

No, you must be present to complete the I-9.

Will I need to complete anything?

Yes, you will need to complete the Form I-9 in-person during your scheduled appointment.

What details are included on I-9?

Section 1 is where you fill in your name, address, date of birth, email, citizenship or immigration status, social security number, and signature.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.					
Last Name (Family Name) Ride		First Name (Given Name) Sally		Middle Initial (if any) K	Other Last Names Used (if any)
Address (Street Number and Name) 7555 Draper Ave.		Apt. Number (if any)	City or Town La Jolla	State CA	ZIP Code 92037
Date of Birth (mm/dd/yyyy) 05/26/1951	U.S. Social Security Number 1 2 3 4 5 6 7 8 9	Employee's Email Address sallyride@email.com		Employee's Telephone Number (555) 555-5555	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
	<input checked="" type="checkbox"/> 1. A citizen of the United States				
	<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions.)				
<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)					
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2, and 3, above) authorized to work until (exp. date, if any)					
If you check Item Number 4, enter one of these:					
USCIS A-Number		OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
Signature of Employee <i>Sally Ride</i>			Today's Date (mm/dd/yyyy) Date Employee Completes Section 1		
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.					

Section 2 is where an ASM will confirm the acceptable documents that you provide. To view a list of acceptable documents, go [here](#) and click on Acceptable Documents.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box, see Instructions.			
Document Title 1	List A	OR	List B AND List C
Document Title 1			DL SSC
Issuing Authority			KS DHS
Document Number (if any)			1234567 123-45-6789
Expiration Date (if any)			09/01/2027 N/A
Document Title 2 (if any)	Additional information		
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 3 (if any)			
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.			
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.			First Day of Employment (mm/dd/yyyy): 08/07/2023
Last Name, First Name and Title of Employer or Authorized Representative BROWN, SCOTT HR GENERALIST		Signature of Employer or Authorized Representative <i>Scott Brown</i>	Today's Date (mm/dd/yyyy) 08/07/2023
Employer's Business or Organization Name ABC, Corp, Inc.		Employer's Business or Organization Address, City or Town, State, ZIP Code 999 Apple Street, Salina, KS 99999	

I need help completing the I-9. What are my options?

You can have someone you know assist you, we would call them a preparer or a translator. Each preparer or translator who helps you must provide their name and address and must sign and date a separate section of the I-9. Please note, even if you use a preparer or translator, **you must be present when the I-9 is completed and sign Section 1 yourself.**

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
Ride	Sally	K
Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.		
I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.		
Signature of Preparer or Translator <i>Albert Einstein</i>		Date (mm/dd/yyyy) Date Employee Completes Section 1
Last Name (Family Name) Einstein	First Name (Given Name) Albert	Middle Initial (if any)
Address (Street Number and Name) 112 Mercer St.	City or Town Princeton	State NJ
		ZIP Code 08540

DOCUMENTATION:

What document(s) must I bring?

- To learn what to bring with you, please click [here](#).

The following information is important:

- All documentation must be an original document.
- We can not accept copies or pictures on a phone.
- Documents must be current and not expired (This includes a High School ID which must be from the current school year.
- If you choose to bring a document from List B, it must contain a photo.

ASM can not tell you which documents to bring for I-9 processing.

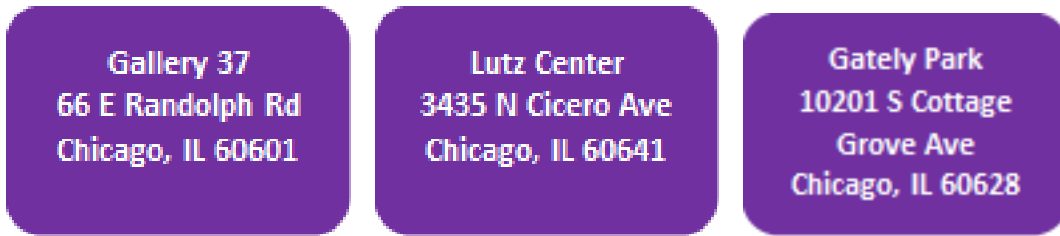
What if I do not bring the original copies?

You will be asked to come back with the original documents.

COLLECTION:

Where should I go to complete my I-9:

You can schedule our I-9 verification appointment by clicking on the location below:



Is parking available?

Yes, parking is available, please read the following details:

- The Lutz Center and Gately Park have available parking spaces.
- Gallery 37 has limited meter parking in front of the building.
- All three sites are accessible via [Chicago Transportation Authority](#).

What can I expect when I arrive at the site?

When you enter the ASM building, a security person will direct you to where to go. A People and Culture representative will greet you to process your I-9.

How long will this process take?

On average, this process can take 15 - 20 minutes per person.

Additional questions?

If you have any questions about the I-9 process, dates, and times please complete the [Contact Us](#) form. We will work to respond to your inquiry within 24 hours.