

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

## VERIFICATION:

### **What is Form I-9 Employment Eligibility Verification?**

Form I-9 Employment eligibility Verification (I-9) is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must complete the I-9 for everyone they hire for employment.

### **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. And, in accordance with that law, After School Matters is required to complete I-9 for all employees, including teen interns.

### **What happens if I don't complete the I-9?**

By law, After School Matters (ASM) is required to terminate employment of individuals that do not complete their I-9 by the end of the fourth day of paid work.

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

You may complete the process immediately after acceptance into a teen internship program. More importantly, you must complete the I-9 process within three (3) days of your first day of program participation.



### **How often will I need to complete I-9?**

Seasonal employees are required to complete the process every three (3) years. However, there are specific rules that may require reverification within a shorter period.

### **Who will process my I-9?**

Your I-9 will be processed by an authorized People and Culture representative.

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

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

### **Will I need to complete anything?**

Yes, you will need to complete the paper Form I-9 in-person.

### **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. It is required that all employees in the US complete this form.

**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)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<b>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.</b>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input 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 <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any)						
If you check <b>Item Number 4.</b> , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee					Today's Date (mm/dd/yyyy)	

Section 2 is where an ASM representative will confirm receipt of your documents that establish your identification and employment authorization. To view a list of acceptable documents, go [here](#) and click on Acceptable Documents. Only the ASM representative will complete Section 2.

**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.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<b>Additional Information</b>				
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.
<b>Certification:</b> 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):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		
<b>After School Matters</b>			<b>66 E Randolph St, Chicago, IL 60601</b>		

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

You may use the assistance of 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.

Last Name (Family Name) from Section 1. <b>Ride</b>		First Name (Given Name) from Section 1. <b>Sally</b>		Middle Initial (if any) from Section 1. <b>K</b>
<p><b>Instructions:</b> 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.</p>				
<p>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.</p>				
Signature of Preparer or Translator <i>Albert Einstein</i>			Date (mm/dd/yyyy) <b>Date Employee Completes Section 1</b>	
Last Name (Family Name) <b>Einstein</b>		First Name (Given Name) <b>Albert</b>		Middle Initial (if any)
Address (Street Number and Name) <b>112 Mercer St.</b>		City or Town <b>Princeton</b>	State <b>NJ</b>	ZIP Code <b>08540</b>

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.

## DOCUMENTATION:

### What document(s) must I bring?

- To learn what to bring with you, please refer to the acceptable documents list below, or click [here](#) for more detailed information. **Please be aware of the following:**
  - All documentation must be an original document.
  - We cannot accept document 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.

Please note, we cannot give advice on which documentation to provide for I-9 processing.



### What if I do not bring the original copies?

You will be asked to come back with original documents.

## COLLECTION:

### Where should I go to complete my I-9:

You can confirm scheduled I-9 processing dates, hours, and locations on our website [here](#). Please note, **you will be required to schedule an appointment.**

If you have any questions about the I-9 processing dates, hours, and/or locations, please complete the [contact us](#) form. Please note, I-9 hours may change at short notice. In the event of office closure, please go to [afterschoolmatters.org](http://afterschoolmatters.org) for the most up-to-date information.

- Gallery 37 (66 E Randolph St, Chicago, IL 606010)

### Is parking available?

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

- Gallery 37 has a very limited meter parking in front of the building.
- This location is 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. You will be greeted by a People and Culture representative 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.