

# I-9 Section 1 Guidance

## Attestation of Citizenship/Immigration Status



Section 1 Attestation of Citizenship/Immigration Status					
Check box	Additional information	Document number	Authorized documents	Document format	Expiration date
1. A citizen of the United States	None	N/A	N/A	N/A	N/A
2. A noncitizen national of the United States	An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.	N/A	N/A	N/A	N/A
3. A lawful permanent resident	An Individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents, who should select this status.	Required	Alien Registration Number (A-Number)	The letter "A" followed by 7, 8 or 9 numbers	N/A
			USCIS Number	9 digits	
4. A noncitizen (other than Item numbers 2 or 3 above)	An individual who is permitted to work in the United States, but is not a citizen or national of the United States, or a lawful permanent resident.	Required	Alien Registration Number (A-Number)	The letter "A" followed by 7, 8 or 9 numbers	Cannot be expired but <b>can</b> be N/A
			USCIS Number	9 digits	
			Foreign Passport Number and the Country of Issuance.	Varies by Country	
			Form I-94 Admission Number	11 digits	

# I-9 Section 2 Guidance

## List A



List A						
Document Title	Citizenship Status Options (Sec 1)	Issuing Authority	Document Number	Number Format	Expiration Date	Allowed Corrections
Foreign Passport (with I-94, I-94A, Temp I-551 Stamp, I-20 or DS-2019 on Line 2 of Section A)	3 or 4	Country or Agency	Required	6-12 alphanumeric characters*	Required, can't be expired	Minor correction to Country Name. No others unless you physically examine document
FSM or RMI Passport	4	Country or Agency	Required	6-12 alphanumeric characters*	Usually no expiration date; NA is acceptable	Minor correction to Country Name. No others unless you physically examine document
Permanent Resident Card (Form I-551)	3	Country or Agency	Required	3 letters then 10 or 11 #s*	Cannot be expired but can be N/A	Minor correction to Country Name. No others unless you physically examine document
Employment Authorization Document with Photo (Form I-766)	4	Department of Homeland Security DHS USCIS US	Required	3 letters then 10 numbers*	Required cannot be expired. Must have provided Alien # in Sec. 1 and expiration date must match	Minor correction to Issuing Authority. No others unless you physically examine document
Employment authorization document issued by DHS (U.S. Arrival/Depart Card Form I-94 or I-94A when presented with Foreign Passport (Passport is Line 1 List A document) *Supporting document for List A Doc should go on Line 2 below other List A document	4	Department of Homeland Security DHS USCIS US	Required	Before May 2019: 11 #s After May 2019: 9#s then 1 letter then 1#*	Required, can't be expired	Minor correction to Issuing Authority. No others unless you physically examine document
Temporary I-551 Notation on U.S. Immigrant visa (MRIV)	3	Country or Agency	Required	Expiration date on the stamp*	Required, can't be expired	Minor correction to Country Name. No others unless you physically examine document
Temporary I-551 Stamp on foreign passport	3	Country or Agency	Required	Expiration date on the stamp*	Required, can't be expired	Minor correction to Country Name. No others unless you physically examine document
U.S. Passport or U.S. Passport Card	1 or 2	US Department of State US USA	Required	9 Characters (Alphanumeric)*	Required, can't be expired	Minor correction to Issuing Authority. No others unless you physically examine document

**\* Unless notated as an exact Document number format, there is no required additional validation on Document numbers**

# I-9 Section 2 Guidance

## List B



List B						
Document Title	Citizenship Status Options (Sec 1)	Issuing Authority	*Document Number	Number Format	Expiration Date	Allowed Corrections
Government Agency ID Card	All	State or Agency	"N/A" is acceptable	Depends on issuing authority*	Cannot be expired but can be N/A	Minor correction to State or Agency. No others unless you physically examine document
Native American Tribal Document	All	Tribe Name	"N/A" is acceptable	Usually Alphanumeric*	Cannot be expired but can be N/A	Minor correction to Tribe Name. No others unless you physically examine document
School ID Card with Photograph	All	School Name	"N/A" is acceptable	Depends on the issuing authority*	Cannot be expired but can be N/A	None, unless you physically examine document
School Record or Report Card (under age 18)	All	School Name	"N/A" is acceptable	Depends on the issuing authority*	Cannot be expired but can be N/A	None, unless you physically examine document
U.S. Coast Guard Merchant Mariner Card	All	US Coast Guard Coast Guard USCG	"N/A" is acceptable	9 #s with leading zeroes*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
U.S. Driver's License	All	Issuing State full or abbreviated	Required	Depends on the State*	Required, can't be expired	Minor correction to State. No others unless you physically examine document
U.S. Military Card or Draft Record	All	US Military Group	"N/A" is acceptable	Varies by era*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
U.S. Military Dependent's ID Card	All	US Military Group	"N/A" is acceptable	Varies by era*	Required, can't be expired	Minor correction to Issuing Authority. No others unless you physically examine document
U.S. State ID Card	All	Issuing State	Required	Depends on the state*	Required, can't be expired	Minor correction to State. No others unless you physically examine document
Voter Registration Card	All	County Name	Required	Depends on the issuing authority*	Cannot be expired but can be N/A	Minor correction to County. No others unless you physically examine document

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# I-9 Section 2 Guidance

## List C



List C						
Document Title	Citizenship Status Options (Sec 1)	Issuing Authority	Document Number	Number Format	Expiration Date	Allowed Corrections
Certification of Birth Abroad (Form FS-545)	1 or 2	US Department of State US USA	"N/A" is acceptable	Depends on the issuing authority*	Cannot be expired but can be N/A	Minor correction to County. No others unless you physically examine document
Certification of Report of Birth (Form DS-1350)	1 or 2	US Department of State US USA	"N/A" is acceptable	Depends on the issuing authority*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
Certified U.S. Birth Certificate	1 or 2	State or County	"N/A" is acceptable	Depends on the issuing state *	Cannot be expired but can be N/A	Minor correction to State or County. No others unless you physically examine document
Consular Report of Birth Abroad (Form FS-240)	1 or 2	US Department of State US USA	"N/A" is acceptable	Depends on the issuing authority*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
ID Card for Use of Resident Citizen in U.S. (Form I-179)	1 or 2	US Citizenship and Immigration Services USCIS US	"N/A" is acceptable	N/A	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
Native American Tribal Document	All	Tribe Name	"N/A" is acceptable	Usually Alphanumeric *	Cannot be expired but can be N/A	Minor correction to Tribe Name. No others unless you physically examine document
Reentry Permit (Form I-327)	All	Department of Homeland Security DHS US	Required	Alphanumeric *	Required, can't be expired	Minor correction to Issuing Authority. No others unless you physically examine document
Form I-571 Refugee Travel Document (PDF)	All	USCIS	Required	1 letter then 9 #'s*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
Replacement Certificate of Citizenship (Form N-560 or N-561)	All	Department of Homeland Security DHS US	Required	6-8 digit alphanumeric*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
Replacement Certification of Naturalization (Form N-550 or N-570)	All	Department of Justice (DOJ) USCIS Department of Homeland Security (DHS) US	Required	8 Digit Alphanumeric*	Cannot be expired but can be N/A	Minor correction to Issuing Authority. No others unless you physically examine document
Social Security Card ( <b>Cannot be Restricted</b> )	All	Social Security Administration (SSA) (Social Security Agency also accepted) Dept. of Health and Human Services (DHHS) US	Required	**9 #'s SSNs do NOT start with 9*	N/A	Minor correction to Issuing Authority. <u>Any Expiration Date listed should be crossed out.</u> No others unless you physically examine document
U.S. Citizen ID Card (Form I-197)	1 or 2	Issuing State (Full or abbreviated)	Required	Alphanumeric *	Cannot be expired but can be N/A	Minor correction to State. No others unless you physically examine document

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\*\*If Social Security Card is used as a validating ID, verify that it matches the IP's SS# in Workday