



Tips for Managing Your Company's I-9 Forms System

- **Read and follow I-9 instructions carefully!** Read instructions that come with the I-9 form and understand how to handle the process according to instructions. Train all employees who are going to accept the I-9 form so they know how to follow the instructions and complete the employer section correctly. The I-9 Handbook can be used for reference:
<http://www.uscis.gov/files/form/m-274.pdf>
- Have a document retention plan, including a plan for regularly purging I-9 forms that are beyond 3 years from date-of-hire or one year from date of termination, whichever is later.
- Store your I-9 forms separately from personnel files. I-9 forms may all be filed together—you don't need a separate I-9 file for each employee.
- Determine if you are going to copy the original documents the employees present. If so, be consistent and copy documents for all employees. USCIS (US Customs and Immigration Services) recommends photocopying documentation.
- Develop a system so you can follow up in a timely manner on expiration dates for alien authorization or documents used in "List A" that have an expiration date.
- Make sure you are using the current version of the I-9 form:
<http://www.uscis.gov/files/form/i-9.pdf>
- Make sure you are giving both the form **and** the list of acceptable documentation to employees.
- Do not tell employees what documentation to bring. The employee determines what documentation to use.
- Develop a plan to audit your I-9 forms annually. If you're not sure your I-9 process is accurate and compliant, consider having a third-party conduct an I-9 audit and provide training for your staff who handle I-9 forms. When auditing, keep in mind that you do NOT need forms for employees hired **prior to November 6, 1986.**

Recommendations provided by consultant are based on human resources best practices and are not legal advice. Contact an attorney for legal advice.

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