

## I-9 COMPLIANCE TIPS

1	Complete I-9 for ALL employees, including U.S. citizens
2	Employee must complete Section 1 on first day of employment; Employer completes Section 2 by end of third day
3	Do not request more documentation than is required to show identity and employment authorization, or ask for a particular document to show identity or employment eligibility
4	You may complete I-9 early, but not before offer and acceptance
5	Promptly re-verify employment authorization 90 days prior to expiration
6	After employment ends, keep I-9s for at least 3 years from the date of employment or for 1 year after the employment ends, whichever is later. Keep I-9s on file for all current employees
7	Conduct regular self-audits of I-9 files to find discrepancies or errors
8	Promptly destroy records not required to be maintained
9	Keep I-9 records separate from personnel files
10	Keep copies of the documents presented by the employee with the I-9 form (not required, but recommended)
11	Avoid "citizen-only" or "permanent resident-only" hiring policies unless required by law, regulation or government contract. In most cases, it is illegal to require job applicants to be U.S. citizens or to have a particular immigration status



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