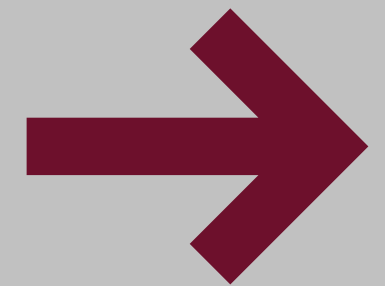




Know Your Rights Training for Business Owners and Employers

Adam Boyd, Managing Partner & Breanne Johnson, Sr. Attorney



Objectives and Goals

GIBBSHOUSTONPAUW
COMPREHENSIVE IMMIGRATION ADVOCACY

- 1) Understand what happens during an ICE raid / audit
- 2) Understand employer and employee rights during an ICE raid or audit
- 3) Obtain tools and knowledge to build an ICE raid response plan
- 4) I-9 audit best practices
- 5) Audience Questions and Answers



What is an ICE Raid?

An Immigration and Customs Enforcement (ICE) raid is an immigration enforcement operation where officers may enter a workplace or other location to detain individuals, gather evidence, or execute warrants related to immigration or criminal investigations.



- **Site Visit or Enforcement Action:** Officers arrive at a business or worksite.
 - **May Involve Warrants or Documents:** Administrative or judicial warrants may be presented.
 - **May Include Questioning or Detentions:** Employees may be questioned or arrested.
- *Not every ICE encounter is a raid—some are audits (e.g. I-9 inspections), arrests, or consensual encounters

Who Will Show Up?

- 1) ICE Agents wearing uniforms that say ICE or police
- 2) IRS Criminal Officers
- 3) FBI in uniform



Outline of an ICE Raid

- (ICE) Investigation Begins
- (ICE) ICE Arrives
- (Employer) Review the Warrant
- (ICE) Agents Conduct Search and Questioning
- (ICE) Possible Detentions or Arrests
- (Employer) Document What Happened
- (Employer) Contact Counsel and Respond

The image shows a USCIS Form I-9, Employment Eligibility Verification, from the Department of Homeland Security. The form is titled 'ARE YOU PREPARED FOR AN ICE RAID' in large, bold, red letters. The form includes fields for Employee Information and Attestation, such as Last Name (Family Name), First Name (Given Name), Address (Street Number and Name), Date of Birth, U.S. Social Security Number, Employer's E-mail Address, and Employer's Telephone Number. The form also contains instructions and a warning at the bottom: 'I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.'

Step One: An ICE raid often begins long before agents arrive

1. Pre-Enforcement Investigation (Before Agents Arrive)

- ICE may conduct an investigation before any on-site action, including:
 - Reviewing tips (information) or complaints
 - Conducting surveillance
 - Auditing employment records (such as I-9s)
 - Coordinating with other agencies
 - Obtaining a judicial warrant, administrative warrant, or search authorization (if applicable)



Step Two: Stay calm and ask to see documentation

2. Arrival of ICE Agents at the business

Agents will arrive unannounced and:

- Identify themselves as federal officers
- Seek entry into the workplace
- Present a warrant or other document
- Attempt to speak with management or the owner
- Secure entrances or restrict movement

Key Objective: Determine *what kind of document they have* (judicial warrant vs. administrative warrant vs. Notice of Inspection).



Know your Rights to Refuse Entry

1) Issued by a Court not The Department of Homeland Security

2) Signed by an actual Judge

3) Adequately describes the area to be searched and the Items to be seized

What is a Judicial Warrant?

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____
Date: _____

To any immigration officer of the United States Department of Homeland Security:

_____ (Full name of alien)
who entered the United States at _____ on _____ (Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

an immigration judge in exclusion, deportation, or removal proceedings
 a designated official
 the Board of Immigration Appeals
 a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States, and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

ICE Form I-205 (8/07) Page 1 of 2

AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT
for the _____

United States of America
v. _____)
Case No. _____)
Defendant _____)

ARREST WARRANT

To: Any authorized law enforcement officer

YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay (name of person to be arrested) _____, who is accused of an offense or violation based on the following document filed with the court:

Indictment Superseding Indictment Information Superseding Information Complaint
 Probation Violation Petition Supervised Release Violation Petition Violation Notice Order of the Court

This offense is briefly described as follows:

Date: _____ Issuing officer's signature _____
City and state: _____ Printed name and title _____

Return

This warrant was received on (date) _____, and the person was arrested on (date) _____ at (city and state) _____.

Date: _____ Arresting officer's signature _____
Printed name and title _____

DHS is not a court



U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____
Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)
 on _____ (Name of Alien) on _____ (Date of Service), and the contents of this
 notice were read to him or her in the _____ (Language) language.
 _____ (Name and Signature of Officer) _____ (Name or Number of Interpreter (if applicable))

Immigration officers are not judges



UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of _____)
 (Briefly describe the property to be searched)
 or identify the person by name and address)) Case No. _____
)
)
)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer
 An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
 (Identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (Identify the person or describe the property to be seized):

YOU ARE COMMANDED to execute this warrant on or before _____ (not to exceed 14 days)
 in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____ (United States Magistrate Judge)

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)
 for _____ days (not to exceed 30) until, the facts justifying, the later specific date of _____

Date and time issued: _____ Judge's signature _____

City and state: _____ Printed name and title _____

Must be issued by a court



Must be signed by a judge



UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
(Briefly describe the property to be searched
or identify the person by name and address)

)
)
)
)
)
)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(Identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (Identify the person or describe the property to be seized):

YOU ARE COMMANDED to execute this warrant on or before _____ (not to exceed 14 days)

in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)

for _____ days (not to exceed 30) until, the facts justifying, the later specific date of _____

Date and time issued: _____
Judge's signature

City and state: _____
Printed name and title

Return

Case No.: _____ Date and time warrant executed: _____ Copy of warrant and inventory left with: _____

Inventory made in the presence of: _____

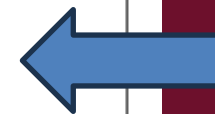
Inventory of the property taken and name of any person(s) seized: _____

Certification

I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.

Date: _____
Executing officer's signature

Printed name and title



THE WARRANT HAS TWO PAGES

Once you verify page 1, make sure you limit access to the areas, items, and people described on page 2

Step Three: Review Warrant or Refuse Consent

3. Review of Warrant / Assertion of Rights

At this stage, the employer typically should:

- Ask for a copy of the warrant
- Review scope (areas covered, items sought, named individuals)
- Contact legal counsel immediately
- Designate or Activate the point person to interact with agents
- NOT consent to searches beyond what is authorized



Step Four: Search – Interviews – Seizures – Detentions

4. Search or enforcement activity inside the worksite & employee encounters and potential arrests- Agents may:

- Search specified areas
- Request records
- Interview workers
- Detain targeted individuals
- Seize documents or electronic devices
- Photograph or take inventory of evidence
- Separate Employees
- Instruct management to not Interfere
- Invite other law enforcement on premises

What if ICE has an Actual Warrant?

Employer Action Items

1) Designate a Point of Contact to Manage ICE in the Facility

- Ask ICE if employees are free to leave
- Coordinate for employees that may need to leave for emergencies
- Call an attorney or local organization to provide response
- Notify family of employees that are affected

2) Make Sure ICE only accesses areas authorized by the warrant

- They will likely ignore you, but keep reminding them of your objections
- Film the encounter or take notes, let them know they are being recorded
- Make sure confidential information is protected, turn off and lock computers, employee records, and other databases

3) Do not try to help employees escape or hide from ICE

4) Remind employees they have a right to remain silent

EMPLOYER RESPONSIBILITIES IN

ICE RAID

DO NOT INTERFERE

ASK FOR A WARRANT

REVIEW THE WARRANT

DO NOT PROVIDE DOCUMENTS



Employees' Responsibilities in an ICE Raid

REMAIN SILENT

DO NOT LIE ABOUT STATUS

DO NOT SIGN DOCUMENTS



What if ICE has an Actual Warrant?

Employee Action Items

- 1) Remain Silent- Do not Engage With ICE. They are not your friend
- 2) Only speak to ask for a lawyer
- 3) Do not carry or present fake documentation
- 4) Make sure your electronic devices are locked with a non-biometric passcode. Something you must manually enter
- 5) Do not sign anything

Common ICE Tactics

- 1) Threats to bring I-9 Audits
- 2) Claim you are not entitled to see the warrant
- 3) Present a warrant that does not describe the area to be searched and claim they can search everywhere
- 4) Tell you if you cooperate, they will be lenient
- 5) Tell everyone of a certain nationality to go stand in a specified area
- 6) Ask everyone with Temporary Protected Status to raise their hand



What to do if you're a Bystander during an ICE Raid

1. Stay calm and keep a safe distance
2. Observe and document
3. Record, if safe to do so, and narrate your recording. You have a First Amendment right to record law enforcement actions in public spaces.
4. Contact legal support or rapid response networks

Do NOT:

Do NOT interfere or escalate the situation

Do NOT touch, push, or hit an officer

Do NOT run away; if you leave, walk calmly

Remember: ICE agent misconduct cannot be challenged on the street





Lessons Learned

1. Have a plan for an ICE raid. Practice it. Make sure everyone knows what to do. Just like a fire drill.
2. Ask for a warrant. Check the warrant. Enforce the limits of the warrant.
3. Document and record the encounter as it is happening.
4. Comply with valid judicial warrants. Do not consent to searches or questioning beyond what is legally required.
5. Enforce your rights, but do not interfere or hide or help anyone escape.
6. Advocate for your business and your employees.

Immigrant Worker Protection Act (HB 2105, 2025–26)

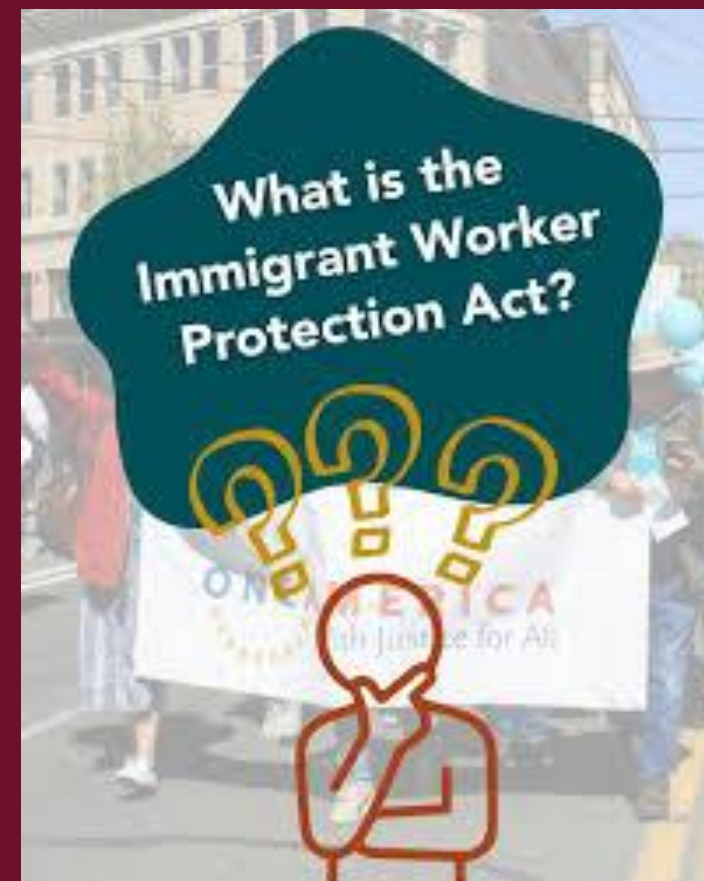
Purpose: Protects workers and clarifies employer responsibilities during federal immigration-related workplace inspections.

Key Employer Obligations:

- **Provide Notice:** Must inform employees if a federal I-9 inspection is initiated.
- **Share Results:** Must notify affected workers of inspection findings.
- **Distribute Rights Information:** Must provide notices about worker rights and legal resources.
- **Follow Proper Legal Process:** Do not allow access to non-public areas or employee records without warrant or subpoena.
- **No Retaliation:** Do not discipline or retaliate against employees for asserting their rights.

What the Law Does Not Do:

- Does not prevent federal immigration enforcement
- Does not eliminate federal I-9 compliance requirements
- Does not permit obstruction of valid warrants



ICE & I-9 Audits



ICE - Immigration and Customs Enforcement

How does an I-9 Audit Happen?

Step 1: Notice of Inspection

Step 2: Review Period

Step 3: Findings

Step 4: Fines and Penalties

Does an I-9 Audit Require a Warrant?

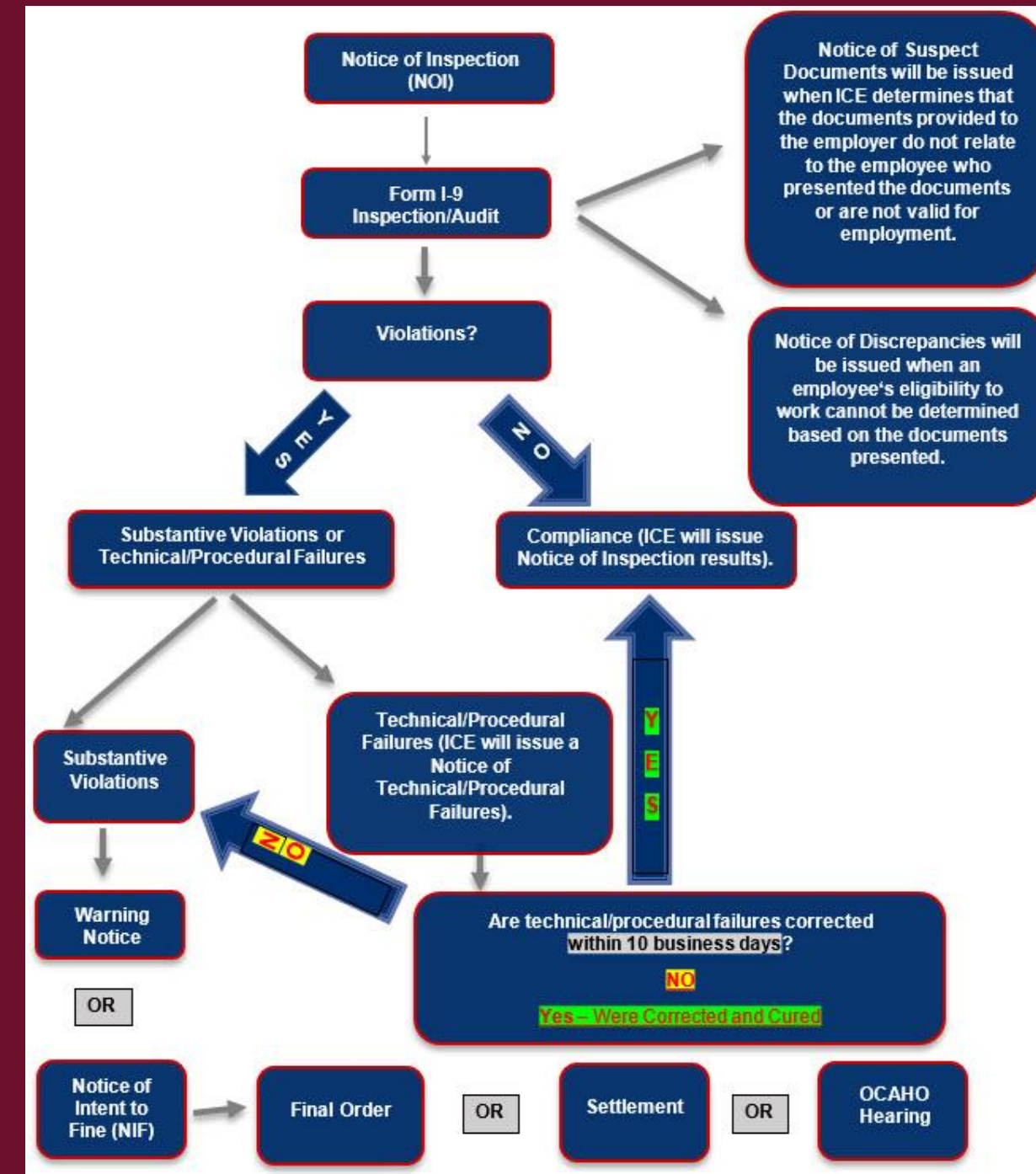
- Do **NOT** need a warrant or subpoena to inspect I-9s
- Employers must be given at least 3 days to give I-9s
- If ICE agents are conducting a raid with a warrant, and seek to inspect I-9s, make sure I-9s are listed in the warrant

What Documents can be Inspected During an I-9 Audit?

- Form I-9
- Any supporting List A, B, or C documents retained
- Audit trail evidence (if I-9s are stored electronically)
- Employee lists, payroll records, corporate documents
- Other immigration documents (approvals, prevailing wage documentation, etc.)
- Tax records and related documents

Possible Outcomes of an I-9 Audit

- Notice of Inspection Results/Compliance Letter
- Notice of Suspect Documents
- Notice of Discrepancies
- Notice of Violations
- Warning Notice
- Notice of Intent to Fine





Employer Fines

- Substantive errors, which cannot be corrected during an I-9 audit, present a significant financial penalty to employers with finest ranging from \$288 to \$2,861 per form violation.

Lessons Learned:

- Internally auditing Form I-9s can help reduce potential exposure in the event of an audit.
- Failure to properly prepare a Form I-9 could expose employers to significant civil and criminal penalties.

2025-2026 I-9 Fine List (Per Violation)

- **Substantive/Paperwork Violations:** \$288 – \$2,861 (previously technical errors, now substantive).
- **Knowingly Employing Unauthorized Worker (1st Offense):** \$716 – \$5,724.
- **Knowingly Employing Unauthorized Worker (2nd Offense):** \$5,724 – \$14,308.
- **Knowingly Employing Unauthorized Worker (3rd+ Offense):** \$8,586 – \$28,619.
- **Failure to Notify of E-Verify Final Nonconfirmation:** \$973 – \$1,942.

I-9 Policy and Trend Updates

In March 2026, U.S. Immigration and Customs Enforcement (ICE) changed its almost 30-year-old guidance on substantive vs. technical violations on Form I-9s

General Form I-9 Violations		
Category	Substantive Violations	Technical or Procedural Failures
Form Preparation	Failure to prepare the Form I-9.	Failure to use a version of the Form I-9 that is current at the time any part of the form is initially completed.
Inspection Presentation	Failure to present the Form I-9 for inspection upon request (8 C.F.R. § 274a.2(b)(3)).	—
Timeliness	Failure to ensure the timely preparation of Section 1 and/or failure to timely prepare Section 2 (and/or Supplement B, if applicable).	—
Spanish-Language Version	Completion of a Spanish-language version of the Form I-9 outside of Puerto Rico.	—
Electronic Standards	Failure to meet the standards for electronic completion, retention, documentation, security, reproduction, and electronic signatures as set forth in 8 C.F.R. § 274a.2(e)-(i).	—

Section 1 Violations		
Category	Substantive Violations	Technical or Procedural Failures
Name and Date of Birth	Failure to ensure the employee completes his or her printed or typed legal name and date of birth.	—
Other Last Names / Address	—	Failure to ensure an individual provides other last names used (if any) or a physical address in Section 1 (missing email or phone number does not constitute a violation).
Citizenship/Immigration Status Attestation	Failure to ensure the employee checks only one box attesting to citizenship status (U.S. citizen, noncitizen national, LPR, or alien authorized to work).	—
Alien Registration Number (LPR)	Failure to ensure the employee completes the Alien Registration Number/USCIS Number field next to “A lawful permanent resident.”	—

Questions?

I-9 Overview



01 Employee Information

Samples of Acceptable Documents

02

03 Employer's Verification

Preparer and Translator Certification

40

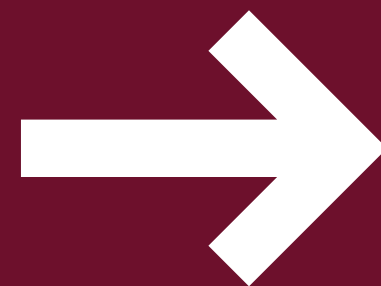
05 Reverification

Section 1: Employee Completes

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)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address (Street Number and Name)		Apt. Number (if any)	City or Town	State	ZIP Code
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

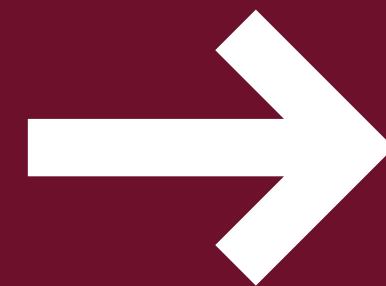
- Employee must complete by end of 1st Day of employment
- Full First and Last Name
- Other Last Names
- Social Security Number?
- Email Address?



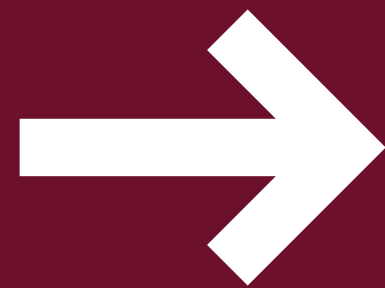
Section 1: Employee Completes

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 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. An alien 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					Today's Date (mm/dd/yyyy)
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.					

- Employee must check the correct box
- USCIS or A-Number
- Work Authorization Expiration Date
- USCIS A-#, I-94 # or Foreign Passport
- Sign and Date



Supp A: Preparer/Translator Certification



- Use of Spanish Form
- Employee's Name at Top
- Preparer and Translator complete and sign



Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 05/31/2027

Last Name (<i>Family Name</i>) from Section 1.	First Name (<i>Given Name</i>) from Section 1.	Middle initial (if any) from Section 1.

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		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial (<i>if any</i>)	
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code
		<input type="text"/>	

Section 2: Employer Verification

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)		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.			

- Employer must complete within 3 business days of 1st day of employment
- List A or List B and List C
- Check box if using an alternative procedure (i.e. remote)

List A or List B & List C Documents



LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
 * Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

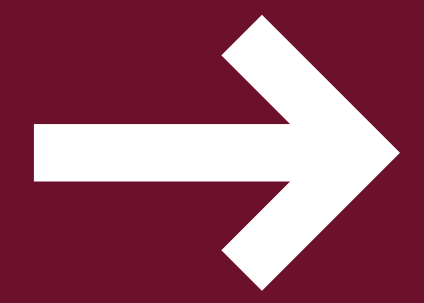
Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

Section 2: List A

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)					
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)					



- List A - Both Identity and Work Authorization
- Document Title - US Passport
- Issuing Authority - US Department of State
- Document Number - Passport #
- Expiration Date - Must be valid at time I-9 completed

Section 2: List B & C

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.

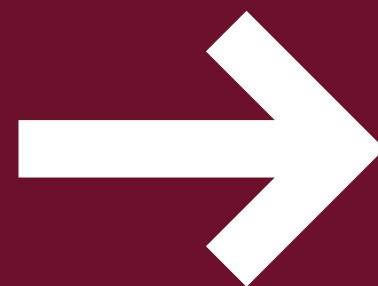
	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					

- List B -Identity
- List C- Work Authorization
- Driver's License (must be valid at time I-9 is completed)
- Social Security Card (no expiration date)
- Social Security Card (Not Valid for Work Authorization / Valid for Work Authorization only with DHS authorization)

Section 2: Employer's Certification

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): <input type="text"/>
Last Name, First Name and Title of Employer or Authorized Representative <input type="text"/>	Signature of Employer or Authorized Representative <input type="text"/>	Today's Date (mm/dd/yyyy) <input type="text"/>
Employer's Business or Organization Name <input type="text"/>	Employer's Business or Organization Address, City or Town, State, ZIP Code <input type="text"/>	

- Complete Fully
- 1st Date of Employment
- Don't forget Job Title!
- Full Company Name
- Full Address
- Sign & Date



Supplement B: Reverification

- Reverify before expiration
- Rehire within 3 yrs - New I-9 or Supp B
- Green Card holders do not need to be reverified.



**Supplement B,
Reverification and Rehire (formerly Section 3)**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 05/31/2027

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.
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Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
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Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
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Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
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Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
---	--	---------------------------

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
---	---	-------------------------	----------------

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
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Additional Information (Initial and date each notation.)

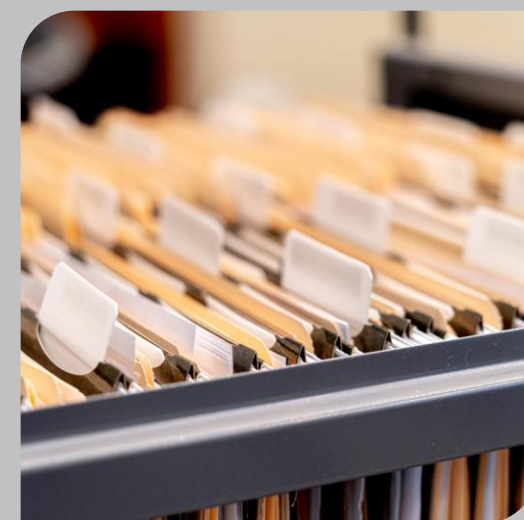
Check here if you used an alternative procedure authorized by DHS to examine documents.

Retention Requirements & Storage



Dates of Retention
and Purging Old I-9s

Physical vs
Digital Storage



Separate from
Personnel Files

Questions?