

Filling Out Your I-9 Form

What Does an I-9 Form Do?

This important form shows the US government that you are eligible and authorized to work. As part of your onboarding, you should receive a "New Hire Packet". The I-9 form must be turned in after accepting a job offer, so as soon as you receive this form, we recommend completing it ASAP!

Are There Additional Documents to Provide?



USCIS Guidelines for Acceptable Documents

Yes. When submitting your I-9 form, you will also need to send documents proving citizenship and/or the authorization to work in the US by your **first day of employment**.

The City will provide a list of acceptable documentation, but the list is also provided on the USCIS page here; <https://www.uscis.gov/i-9-central/acceptable-documents>

To send these documents digitally, use a scanner or take a clear picture of the entire document and upload it to your computer to email over. Otherwise, have these materials on hand when bringing the completed forms to work.

If you are sending this documentation digitally, please be careful with sensitive information. Triple check that you are emailing the correct person, and completely delete and dispose of any digital files after sending them.

Onboarding Guides

What Section(s) Need to be Filled Out?

You should only fill out **section 1** of the form. The rest is for the City to complete (which is why you should send your completed section ahead of time *before* the due date!) Below is an example of the standard I-9 form with highlighted sections indicating all places where you should be filling out information.

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	Other Last Names Used (if any)	
Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number	

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.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
 Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
 OR
 2. Form I-94 Admission Number: _____
 OR
 3. Foreign Passport Number: _____
 Country of issuance: _____

QR Code - Section 1
 Do Not Write In This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

I-9 Sections Needed to be Filled by New Employees

If there is a highlighted section that cannot be filled out, please write in "N/A". For example, if you haven't had another last name, in the "Other Last Names Used", please write in "N/A".

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 Ⓜ	Other Last Names Used (if any) Ⓜ	
Doe	Jane	N/A	N/A	
Address (Street Number and Name) Ⓜ	Apt. Number Ⓜ	City or Town Ⓜ	State Ⓜ	ZIP Code Ⓜ
200 E. Santa Clara Street	N/A	San Jose	CA	95113
Date of Birth (mm/dd/yyyy) Ⓜ	U.S. Social Security Number Ⓜ	Employee's E-mail Address Ⓜ	Employee's Telephone Number Ⓜ	
10/01/1999	123-45-6789	personal.email@gmail.com	(408) 123-4567	

Example of Sections Filled Out with N/A

Once you have signed and dated (using the date you completed the form please return your form to transactions@sanjoseca.gov to complete your I-9 verification process.