

Onboarding Guides

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.

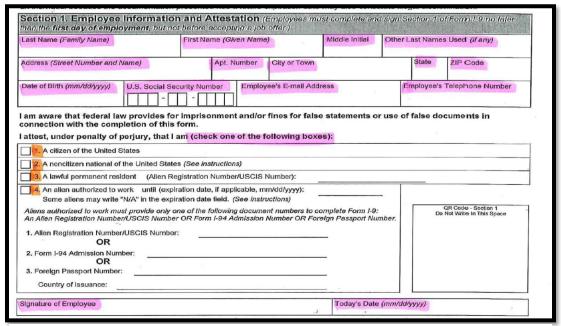
If you are sending this documentation digitally, please be careful with sensitive information. Triple check that you are emailing the correct person, and completely delete and dispose of any digital files after sending them.



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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 <u>before</u> 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.



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".



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.