

Permissible documents include a U.S. or foreign passport, driver's license, [Form I-94](#), social security card, and a wide variety of others. If the individual is a minor, they can even use their school report card. The thing to note is that only the right combination of documents will satisfy the form's requirements. For example, a U.S. passport can be used alone, but if employees provide their driver's license, they'll need to provide a supporting document, like their social security card or birth certificate. An outline of these requirements can be found on page four of the I-9, or on [the USCIS website](#).

Under anti-discrimination laws, it's important to note that employers cannot specify which documents an employee provides, so long as they meet the form's requirements. All documents must be unexpired and physically in your hands. No scans or photocopies allowed! If you're onboarding a new hire that's working in another office, keep in mind that you can ask an onsite employee to cover for you—or even use a third party, like a notary.

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

(Signed by any preparer and/or translator who assists an employee in completing Section 1)

The preparer and/or translator must enter the employee's name in the spaces provided at the top of Supplement A. 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.

Supplement B - Reverification and Rehire

(Signed by employer, only if the employee's authorization expires)

This supplement replaces Section 3 on the previous version of Form I-9.

If the employee's proof of work authorization or immigration status is due to expire, employers must revisit his or her Form I-9 and complete Supplement B. This part of the form is used for entering new document numbers (if applicable) and their updated expiration dates.

Enter the employee's name in the fields at the top of Supplement B. Use a new section for each new reverification or rehire.

As in Section 2, you'll need to physically handle the documents to confirm their authenticity.

The USCIS recommends completing Supplement B when an employee legally changes his or her name or is rehired within three years of the date that Form I-9, Employment Eligibility Verification, was originally completed.