

Form I-9 consists of three sections:

**Section 1 – Employee Information and Verification**

Must be completed by the new employee on the date the employee begins employment and can also be completed prior to the beginning of employment, after an employment offer has been made to the individual.

**Section 2 – Employer Review and Verification**

Must be completed by the company's representative before or within three business days of beginning employment.

**Section 3 – Updating and reverification**

This section is used only to update or reverify Form I-9.

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## Most Common I-9 Errors

- Missing information (dates, signatures, etc.)
- Dates that extend the 3-day rule
- Reverifications not being done
- Social Security Cards listed with restrictions

