

**Always complete an I-9, unless told not to by the conference office**

**Section 1 is to be filled out in your presence**

**You are then to fill out Section 2**

**Send the original I-9 and the copies of verification documents to the conference office**

**Incorrectly completed I-9's could result in civil fines ranging from \$110-1,100 per violation**

**Any fines will be passed on to the church or school who made the error**

## Guide to the I-9

An I-9 form must be correctly completed within 3 days of an employee's start date. The two sections you will need to properly complete in the hiring process are Sections 1 & 2. Section 3 relates to revivification when specific types of employment authorization documents expire.

### Section 1

The employee is to fill out this section at the time employment begins. They are to fill it out in your presence before you fill out section 2. Please ensure they fill out all of the information section, check their citizenship/work status, and sign & date.

<b>Section 1. Employee Information and Attestation</b> <i>(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.)</i>				
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town	State
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address		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):

### Section 2

Section 2 is the portion that people find most confusing. It must be filled out correctly or else the government can fine the church. The first portion of it requires you to look at specific documents that establish identity and establish authorization to work in the United States.

#### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

##### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

##### LIST B

Documents that Establish  
Identity

##### LIST C

Documents that Establish  
Employment Authorization

OR

AND

**You may use either one List A document *or* a List B *and* a List C document.**

When filling out this section, please ensure you fill out completely every form. If you have any questions, please contact the Washington Conference Department of Human Resources.

**List A:** List A includes those documents that establish both identity and work authorization.

**Lists B & C:** If no List A document is available, the employee should bring a List B document *and* a List C document. List B documents establish identity. The most common would be a Photo ID or Driver's License. List C documents establish employment authorization. The most common would be a Social Security Card (unless the card says that issuance of the card does not authorize employment in the U.S.) or certified state birth certificate.

Employee Last Name, First Name and Middle Initial from Section 1: _____		
<b>List A</b>	<b>OR</b>	<b>List B</b>
<b>Identity and Employment Authorization</b>		<b>AND</b>
	<b>Identity</b>	<b>List C</b>
		<b>Employment Authorization</b>
Document Title: _____	Document Title: _____	Document Title: _____
Issuing Authority: _____	Issuing Authority: _____	Issuing Authority: _____
Document Number: _____	Document Number: _____	Document Number: _____
Expiration Date (if any)(mm/dd/yyyy): _____	Expiration Date (if any)(mm/dd/yyyy): _____	Expiration Date (if any)(mm/dd/yyyy): _____

**Note:** You must provide the document title (driver's license, social security card, etc), the issuing authority (state or country), Document # (License, social security number, etc), and expiration date (if any). For List A documents, there are additional lines for a second Document # & Expiration date. This is for a visa within a foreign passport. Please write both down if that is the document provided.

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear 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.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)		Employer's Business or Organization Name
32229 Weyerhaeuser Way S		Federal Way		Washington Conference of Seventh-day
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code
32229 Weyerhaeuser Way S		Federal Way	WA	98001

You must correctly provide the start date, your name, title, the name and address of the facility, and the date which you certify that you have checked over the documents. The date signed should be on the start date or within two days afterwards. Do not fill out an I-9 before the employee starts. When you sign the I-9, you are certifying to the U.S. government that you have examined the documents and that the employee is authorized to work in the U.S.

**Section 3**

Do not use this section unless asked by Treasury or Human Resources. Do not sign in Section three. It is at the bottom of the page, and many people mistakenly sign here. **SIGN SECTION 2 ABOVE.**

~~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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.~~

<del>Signature of Employer or Authorized Representative.</del>	<del>Date (mm/dd/yyyy):</del>	<del>Print Name of Employer or Authorized Representative:</del>
		<del>This is Section Three</del>

**Photocopy Documents**

Please provide photocopies of all List A, B & C documents used for verification purposes.

## Issuing Authorities for I-9 Documents

Sometimes it can be difficult to know who the issuing authority is. Here is some guidance, but the documentation should state the issuing authority.

<b>List A Documents</b>	<b>Issuing Authority</b>
U.S. Passport	The issuing authority will be listed on the lower right of the photo page in the passport. (Ex: U.S. Department of State or National Passport Center or State Passport Agency )
U.S. Passport Card	U.S. Department of State
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	USCIS (United States Citizenship and Immigration Services)
Foreign Passport contains temporary I-551 stamp of temporary printed notation on a machine-readable immigrant visa	The Country from which the foreign passport was issued (Ex: China, France, Spain, etc.)
Employment Authorization Document that contains a photograph (Form I-766)	USDHS (United States Department of Homeland Security)
Foreign Passport with Form I-94	The Country from which the foreign passport was issued. (Ex: China)
Passport from Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with from I-94	The nation that issued the passport. (Ex: Federated States of Micronesia or Marshall Islands)

<b>List B Documents</b>	<b>Issuing Authority</b>
Driver's License	State from which the Driver's License was issued (Ex: State of Florida, State of California, State of Pennsylvania, etc.)
Learner's Permit	State from which the Driver's License was issued (Ex: State of Florida, State of California, State of Pennsylvania, etc.)
Identification Card	State from which the Identification Card was issued (Ex: State of Florida, State of Massachusetts, State of Hawaii, etc.)
School Identification Card	School from which the School Identification Card was issued (Ex: University of Central Florida)
Voter's Registration Card	County or territory from which the voter registration card was issued (Ex: Puerto Rico)
U.S. Military Card or Draft Record	Military Branch from which the Military Card or Draft Record was issued (Ex: Navy, Marines, Army, etc.)
Military dependent's ID Card	Military Branch from which the Military dependent's ID card was issued (Ex: Navy, Marines, Army, etc.)
U.S. Coast Guard Merchant Mariner Card	U.S. Coast Guard
Native American Tribal Document	Native American Tribe from which the document was issued (Ex: Choctaw, Dakota Sioux, Navajo, etc.)
Driver's License issued by a Canadian Government Authority	Province or Territory from which the driver's license was issued (Ex: Ontario, Alberta, etc.)
<b>List B Documents for persons under age 18 who are unable to present a List B document listed above:</b>	<b>Issuing Authority</b>

School record or report card	School from which the school record or report card was issued (Ex: Lyman High School)
Clinic, doctor, or hospital record	Clinic, Doctor, or Hospital from which the record was issued (Ex: Florida Hospital)
Day-care or nursery school record	Day-care or nursery school from which the record was issued (Ex: Kids are Kids, etc.)

<b>List C Documents</b>	<b>Issuing Authority</b>
Social Security Card	Listed on the Seal or ring in the middle of the Social Security Card (Ex: Social Security Administration or Department of Health and Human Services)
Social Security Receipt	Social Security Administration
Certification of Birth Abroad (FS-545)	U.S. Department of State
Certification of Report of Birth (DS-1350)	U.S. Department of State
Original or certified copy of birth certificate bearing an official seal	State of the U.S. from which the certificate was issued (Ex: State of Florida)
Native American tribal document	Native American Tribe from which the document was issued (Ex: Choctaw, Dakota Sioux, Navajo, etc.)
U.S. Citizen ID Card (Form I-197)	INS (Immigration and Nationality Service)
Identification Card for Use of Resident Citizen in the U.S. (From I-179)	INS (Immigration and Nationality Service)
Employment authorization document other than those stated under the List A documents	USDHS (United States Department of Homeland Security)