

Form I-9 compliance checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Download the current edition of Form I-9 from USCIS
- ☐ Employee completes Section 1 by the first day of work
- ☐ Examine original, unexpired documents within three business days
- ☐ Let the employee choose which acceptable documents to present
- ☐ Record List A, or List B and List C, never both
- ☐ Use the DHS alternative procedure only if enrolled in E-Verify and in good standing
- ☐ Brief any authorized representative on how to complete Section 2
- ☐ Create E-Verify cases by the third business day, if enrolled
- ☐ Set reverification reminders 90 days before work authorization expires
- ☐ Store I-9s separately from personnel files
- ☐ Apply a consistent policy on copying documents
- ☐ Calculate purge dates: three years after hire or one year after termination
- ☐ Run an internal audit at least once a year
- ☐ Correct errors with a line, initials, and date, never by backdating

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