

Form I-9 documents reminder email template

Remind new hires of Form I-9 deadlines and their choice of documents, without overstepping.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Every US employer must complete Form I-9 for every new employee. Section 1 is due by the end of the first day of work, and the employer must examine the employee's documents and complete Section 2 within three business days after that. Missing these deadlines is one of the most common causes of I-9 fines.

This email reminds the new hire of the timeline and points them to the official list of acceptable documents. The key rule is that the employee chooses which documents to present. Telling them to bring a passport or a driver's license and Social Security card can count as unfair documentary practice. Our Form I-9 guide walks through the rules in detail.

Version 1: Before the first day

SUBJECT Please complete your Form I-9 by [Date]

Hi [New hire first name],

Federal law requires every new employee in the US to complete Form I-9, Employment Eligibility Verification.

Step 1: Complete Section 1 in our onboarding portal before or on your first day, [Date]: [Link].

Step 2: Within three business days of your start, you will show original, unexpired documents to [Name or role] so we can complete Section 2. You may choose any documents from the official list of acceptable documents: [Link to the USCIS Lists of Acceptable Documents]. You can present either one document from List A, or one from List B and one from List C.

If you have questions about the form, contact [HR contact]. We can't give advice on immigration status, but we can explain the process.

[HR contact]

[Company]

Version 2: Follow-up for missing documents

SUBJECT Reminder: Form I-9 documents needed by [Date]

Hi [Employee first name],

This is a reminder that we need to complete Section 2 of your Form I-9 by [Date], which is three business days after your start date.

Please bring your original documents to [Name] at [Location and time], or let us know a time that works today or tomorrow. You choose which documents to present from the list here: [Link].

If you have applied for a replacement for a lost, stolen, or damaged document, you can present the receipt for that application for now. Please contact me right away if this applies to you.

[HR contact]

Subject lines to try

- Please complete your Form I-9 by [Date]
- Reminder: Form I-9 documents needed by [Date]
- Action needed: employment eligibility forms
- Your Form I-9: what to do and when
- Before your first day: Form I-9

How to personalize it

- Link to the official USCIS list rather than copying it.
- State the actual calendar dates for both deadlines.
- Explain that receipts for replacement documents are acceptable in limited cases.
- Send the same reminder to every new hire, regardless of background.

Mistakes to avoid

- Asking for specific documents or more documents than required.
- Sending reminders only to employees who appear to be immigrants.
- Asking about citizenship before a job offer.
- Keeping copies of documents for some employees and not others.

Legal and compliance notes

The anti-discrimination provision of the Immigration and Nationality Act prohibits requesting more or different documents than required, or rejecting reasonable-looking documents, based on citizenship, immigration status, or national origin. If you copy documents, copy them for all employees. E-Verify employers must

create the case by the third business day after the employee starts work. If employment will last less than three business days, both sections are due on the first day. Consider I-9 and E-Verify software to track deadlines and reverification.

| When to send it

Send the first email with the onboarding packet after the offer is accepted, and the follow-up on the morning of the second business day if Section 2 isn't done.

| Before you hit send

- The start date, time, and address match the offer letter and the manager's calendar.
- Form I-9 instructions point to the official document list without naming specific documents.
- The manager and the buddy have seen the message and know their part.
- Portal links work from a personal email account, since the new hire has no company login yet.
- Nothing asks a nonexempt new hire to do unpaid work before day one.

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