

I-9 Documents Preparation Checklist

Use this checklist to understand the Form I-9 document path before employer review.

Choose a document path

- One acceptable List A document may establish both identity and employment authorization.
- If not using List A, prepare one List B identity document and one List C employment authorization document.
- Use the official USCIS acceptable documents list for current examples.

Privacy reminders

- Do not upload I-9 documents to Payroll Form Hub.
- Do not send passport numbers, immigration document numbers, or identity documents through untrusted channels.
- Follow the employer Form I-9 process.

Employer review

- Employee completes Section 1 through the employer process.
- Employer reviews acceptable documents and completes Section 2.
- Remote or E-Verify procedures should be verified with USCIS or employer instructions.

Important notice

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