

**FORM I-9 SUBSTANTIVE VERIFICATION FAILURE CHECKLIST**

- No I-9 prepared or presented

**FAILURES IN SECTION ONE OF THE FORM I-9**

- Employee's name not printed on the Form I-9
- No check mark indicating whether employee attests to being a United States Citizen, Lawful Permanent Resident or alien authorized to work
- No A number next to the phrase, "A Lawful Permanent Resident" where  A number is not in sections 2 or 3 of the Form I-9 (or on a legible copy of a document retained with the Form I-9 and presented at the I-9 inspection)
- No Alien or Admission number next to the phrase, "An alien authorized to work until" where  Alien or Admission number is not provided in sections 2 or 3 of the Form I-9 (or on a legible copy of a document retained with the Form I-9 and presented at the I-9 inspection)
- No employee signature
- Employee attestation not completed at the time of hire where  employee was hired before 9/30/96

**FAILURES IN SECTION TWO OF THE FORM I-9**

- Improper List A, B or C documents reviewed or verified
- No document  title;  identification number; or  expiration date of a List A, B or C document and  a legible copy of document(s) is not retained with the Form I-9 and presented at the I-9 inspection
- No attestation signature
- Employer attestation not completed within 3 business days of the hire or, if the employee is hired for 3 business days or less, at the time of hire where  the date section 2 had to be completed is before 9/30/96

**FAILURES IN SECTION THREE OF THE FORM I-9**

- Improper List A, B or C documents reviewed or verified
- No document  title;  identification number; or  expiration date of a List A, B or C document and  a legible copy of document(s) is not retained with the Form I-9 and presented at the I-9 inspection
- No signature
- No signature date
- Section 3 is dated after the date that work authorization expired

**FORM I-9 TECHNICAL OR PROCEDURAL VERIFICATION FAILURE CHECKLIST**

**FAILURES IN SECTION ONE OF THE FORM I-9**

- No employee:  maiden name;  address;  birth date
- No A number next to the phrase, "A Lawful Permanent Resident" where  A number is in sections 2 or 3 of the Form I-9 (or on a legible copy of a document retained with the Form I-9 and presented upon inspection)
- No Alien or Admission number next to the phrase, "An alien authorized to work until" where:  Alien or Admission number is in sections 2 or 3 of the I-9 (or on a legible copy of a document retained with the Form I-9 and presented at the I-9 inspection)
- No employee attestation date
- Employee attestation not completed at the time of hire where:  employee was hired on or after 9/30/96
- No preparer and/or translator:  name;  address;  signature
- No date in the preparer and/or translator certification box

**FAILURES IN SECTION TWO OF THE FORM I-9**

- No document  title;  identification number; or  expiration date of a List A, B or C document and  a legible copy of document(s) is retained with the Form I-9 and presented at the I-9 inspection
- No business  title;  name;  address
- No date of hire
- No employer attestation date
- Employer attestation not completed within 3 business days of the hire or, if the employee is hired for 3 business days or less, at the time of hire where:  the date section 2 had to be completed falls on or after 9/30/96

**FAILURES IN SECTION THREE OF THE FORM I-9**

- No document  title;  identification number; or  expiration date of a List A, B or C document and  a legible copy of document(s) is retained with the Form I-9 and presented at the I-9 inspection
- No date of rehire