



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No.1615-0047

Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** 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.

|                                                                                                                                                                                                                                                                                                                                                     |                             |                                                                                                                                         |                          |                            |                                |                                                 |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|--------------------------------|-------------------------------------------------|----------|
| Last Name (Family Name)                                                                                                                                                                                                                                                                                                                             |                             | First Name (Given Name)                                                                                                                 |                          | Middle Initial (if any)    | Other Last Names Used (if any) |                                                 |          |
| Address (Street Number and Name)                                                                                                                                                                                                                                                                                                                    |                             |                                                                                                                                         | Apt. Number (if any)     | City or Town               |                                | State                                           | ZIP Code |
| Date of Birth (mm/dd/yyyy)                                                                                                                                                                                                                                                                                                                          | U.S. Social Security Number |                                                                                                                                         | Employee's Email Address |                            |                                | Employee's Telephone Number                     |          |
| <b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b> |                             | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):           |                          |                            |                                |                                                 |          |
|                                                                                                                                                                                                                                                                                                                                                     |                             | <input type="checkbox"/> 1. A citizen of the United States                                                                              |                          |                            |                                |                                                 |          |
|                                                                                                                                                                                                                                                                                                                                                     |                             | <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)                                              |                          |                            |                                |                                                 |          |
|                                                                                                                                                                                                                                                                                                                                                     |                             | <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)                                                      |                          |                            |                                |                                                 |          |
|                                                                                                                                                                                                                                                                                                                                                     |                             | <input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2. and 3. above</b> ) authorized to work until (exp. date, if any) |                          |                            |                                |                                                 |          |
|                                                                                                                                                                                                                                                                                                                                                     |                             | If you check <b>Item Number 4.</b> , enter one of these:                                                                                |                          |                            |                                |                                                 |          |
|                                                                                                                                                                                                                                                                                                                                                     |                             | USCIS A-Number                                                                                                                          | OR                       | Form I-94 Admission Number | OR                             | Foreign Passport Number and Country of Issuance |          |
| Signature of Employee                                                                                                                                                                                                                                                                                                                               |                             |                                                                                                                                         |                          |                            | Today's Date (mm/dd/yyyy)      |                                                 |          |

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

| List A                                                                                                                                                                                                                                                                                                                                  |  | OR                                                                                      | List B                                                                     | AND | List C                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----|---------------------------|
| Document Title 1                                                                                                                                                                                                                                                                                                                        |  |                                                                                         |                                                                            |     |                           |
| Issuing Authority                                                                                                                                                                                                                                                                                                                       |  |                                                                                         |                                                                            |     |                           |
| Document Number (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                         |                                                                            |     |                           |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                         |                                                                            |     |                           |
| Document Title 2 (if any)                                                                                                                                                                                                                                                                                                               |  | <b>Additional Information</b>                                                           |                                                                            |     |                           |
| Issuing Authority                                                                                                                                                                                                                                                                                                                       |  | Check here if you used an alternative procedure authorized by DHS to examine documents. |                                                                            |     |                           |
| Document Number (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                         |                                                                            |     |                           |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                         |                                                                            |     |                           |
| Document Title 3 (if any)                                                                                                                                                                                                                                                                                                               |  |                                                                                         |                                                                            |     |                           |
| Issuing Authority                                                                                                                                                                                                                                                                                                                       |  |                                                                                         |                                                                            |     |                           |
| Document Number (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                         |                                                                            |     |                           |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                         |                                                                            |     |                           |
| <b>Certification:</b> I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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. |  |                                                                                         | First Day of Employment (mm/dd/yyyy):                                      |     |                           |
| Last Name, First Name and Title of Employer or Authorized Representative                                                                                                                                                                                                                                                                |  |                                                                                         | Signature of Employer or Authorized Representative                         |     | Today's Date (mm/dd/yyyy) |
| Employer's Business or Organization Name                                                                                                                                                                                                                                                                                                |  |                                                                                         | Employer's Business or Organization Address, City or Town, State, ZIP Code |     |                           |

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

| LIST A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    | LIST B                                                                                                                                                                                                            | LIST C                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents that Establish Both Identity and Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                                                              | OR | Documents that Establish Identity                                                                                                                                                                                 | AND Documents that Establish Employment Authorization                                                                                                                                                                                                                                                                                                                                  |
| 1. U.S. Passport or U.S. Passport Card                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br><br>(1) NOT VALID FOR EMPLOYMENT<br><br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br><br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION                                                                                                                                  |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)                                                                                                                                                                                                                                                                                                                                                                                                                       |    | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)                                                                                                                                                                                                                                                                                  |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa                                                                                                                                                                                                                                                                                                                                                               |    | 3. School ID card with a photograph                                                                                                                                                                               | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal                                                                                                                                                                                                                          |
| 4. Employment Authorization Document that contains a photograph (Form I-766)                                                                                                                                                                                                                                                                                                                                                                                                                     |    | 4. Voter's registration card                                                                                                                                                                                      | 4. Native American tribal document                                                                                                                                                                                                                                                                                                                                                     |
| 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<br><br>a. Foreign passport; and<br><br>b. Form I-94 or Form I-94A that has the following:<br><br>(1) The same name as the passport; and<br><br>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |    | 5. U.S. Military card or draft record                                                                                                                                                                             | 5. U.S. Citizen ID Card (Form I-197)                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 6. Military dependent's ID card                                                                                                                                                                                   | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 7. U.S. Coast Guard Merchant Mariner Card                                                                                                                                                                         | 7. Employment authorization document issued by the Department of Homeland Security<br><br>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .<br><br>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 8. Native American tribal document                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 9. Driver's license issued by a Canadian government authority                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI                                                                                                                                                                                                                                        |    | <b>For persons under age 18 who are unable to present a document listed above:</b>                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 10. School record or report card                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 11. Clinic, doctor, or hospital record                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                                                                                                                                                                                                                   | 12. Day-care or nursery school record                                                                                                                                                                                                                                                                                                                                                  |
| <b>Acceptable Receipts</b><br><br>May be presented in lieu of a document listed above for a temporary period.<br><br>For receipt validity dates, see the M-274.                                                                                                                                                                                                                                                                                                                                  |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li><li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li><li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li></ul>                                                                                                                                                               | OR | Receipt for a replacement of a lost, stolen, or damaged List B document.                                                                                                                                          | Receipt for a replacement of a lost, stolen, or damaged List C document.                                                                                                                                                                                                                                                                                                               |

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



# Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
Supplement A  
OMB No. 1615-0047  
Expires 07/31/2026

|                                                          |                                                          |                                                 |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|

**Instructions:** This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |



**Supplement B,**  
**Reverification and Rehire (formerly Section 3)**

**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
**Supplement B**  
OMB No. 1615-0047  
Expires 07/31/2026

|                                                          |                                                          |                                                 |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

|                                                                                                                                                                                                                                                                                          |                                                    |                                                                                         |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------|----------------|
| Date of Rehire ( <i>if applicable</i> )                                                                                                                                                                                                                                                  | New Name ( <i>if applicable</i> )                  |                                                                                         |                |
| Date ( <i>mm/dd/yyyy</i> )                                                                                                                                                                                                                                                               | Last Name ( <i>Family Name</i> )                   | First Name ( <i>Given Name</i> )                                                        | Middle Initial |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.                                               |                                                    |                                                                                         |                |
| Document Title                                                                                                                                                                                                                                                                           | Document Number (if any)                           | Expiration Date (if any) ( <i>mm/dd/yyyy</i> )                                          |                |
| <b>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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b> |                                                    |                                                                                         |                |
| Name of Employer or Authorized Representative                                                                                                                                                                                                                                            | Signature of Employer or Authorized Representative | Today's Date ( <i>mm/dd/yyyy</i> )                                                      |                |
| Additional Information (Initial and date each notation.)                                                                                                                                                                                                                                 |                                                    | Check here if you used an alternative procedure authorized by DHS to examine documents. |                |

|                                                                                                                                                                                                                                                                                          |                                                    |                                                                                         |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------|----------------|
| Date of Rehire ( <i>if applicable</i> )                                                                                                                                                                                                                                                  | New Name ( <i>if applicable</i> )                  |                                                                                         |                |
| Date ( <i>mm/dd/yyyy</i> )                                                                                                                                                                                                                                                               | Last Name ( <i>Family Name</i> )                   | First Name ( <i>Given Name</i> )                                                        | Middle Initial |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.                                               |                                                    |                                                                                         |                |
| Document Title                                                                                                                                                                                                                                                                           | Document Number (if any)                           | Expiration Date (if any) ( <i>mm/dd/yyyy</i> )                                          |                |
| <b>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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b> |                                                    |                                                                                         |                |
| Name of Employer or Authorized Representative                                                                                                                                                                                                                                            | Signature of Employer or Authorized Representative | Today's Date ( <i>mm/dd/yyyy</i> )                                                      |                |
| Additional Information (Initial and date each notation.)                                                                                                                                                                                                                                 |                                                    | Check here if you used an alternative procedure authorized by DHS to examine documents. |                |

|                                                                                                                                                                                                                                                                                          |                                                    |                                                                                         |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------|----------------|
| Date of Rehire ( <i>if applicable</i> )                                                                                                                                                                                                                                                  | New Name ( <i>if applicable</i> )                  |                                                                                         |                |
| Date ( <i>mm/dd/yyyy</i> )                                                                                                                                                                                                                                                               | Last Name ( <i>Family Name</i> )                   | First Name ( <i>Given Name</i> )                                                        | Middle Initial |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.                                               |                                                    |                                                                                         |                |
| Document Title                                                                                                                                                                                                                                                                           | Document Number (if any)                           | Expiration Date (if any) ( <i>mm/dd/yyyy</i> )                                          |                |
| <b>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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b> |                                                    |                                                                                         |                |
| Name of Employer or Authorized Representative                                                                                                                                                                                                                                            | Signature of Employer or Authorized Representative | Today's Date ( <i>mm/dd/yyyy</i> )                                                      |                |
| Additional Information (Initial and date each notation.)                                                                                                                                                                                                                                 |                                                    | Check here if you used an alternative procedure authorized by DHS to examine documents. |                |

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## Employee Direct Deposit Authorization

### Instructions

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Employee Name: \_\_\_\_\_

Employer: East Texas Donuts

This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

### Account 1

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Account 1 type:                  Checking                  Savings

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

Dollar amount to be deposited to this account: \_\_\_\_\_

### Account 2 (remainder to be deposited to this account)

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Account 2 type:                  Checking                  Savings

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

### Authorization (enter your company name in the blank space below)

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This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_