**Checklist: I-9 Audit**

**General Instructions:**

Employers must have an I-9 on file for every active employee hired after November 6, 1986.

Employers must have an I-9 on file for terminated employees for three years following date of hire or one year following date of termination—whichever is later.

The current version of the I-9 form as of the date of hire or reverification must be used.

**Items Needed for Audit:**

[ ]  List of current employees hired since November 6, 1986.

[ ]  List of employees terminated in the past three years.

[ ]  Original or electronic copies of all I-9 forms (both current employee forms, as well as forms for terminated employees within current retention requirements).

[ ]  Handbook for Employers M-274 published by the USCIS (optional)

[ ]  Current version of Form I-9

[ ]  Audit Log

[ ]  [I-9 Audit How-to Guide](https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/conductani-9audit.aspx)

**Review I-9 Forms by Section:**

***Section 1***

[ ]  Name (Including other last names used, past or present), address and date of birth are completed.

[ ]  Social Security number is entered if employer participates in the E-Verify program.

[ ]  Appropriate citizen/immigration status box is checked.

[ ]  Lawful permanent residents have provided their seven- to nine-digit Alien Registration Number (A-Number) or USCIS Number.

[ ]  Aliens have provided an Alien Registration Number/USCIS Number or Form I-94 Admission Number or Foreign Passport Number.

[ ]  Employee signed and dated the form no later than the first day of employment.

[ ]  Preparer or translator section is completed if someone other than the employee completed Section 1 on behalf of the employee.

***Section 2***

[ ]  Employee’s name is entered as it appears in Section 1.

[ ]  The number is entered that correlates with the citizenship or immigration status box the employee selected in Section 1.

[ ]  One document from List A is listed and completed, or a combination of one document EACH from List B and List C are listed and completed.

[ ]  Documents have been entered into the correct section (e.g., List B item is, in fact, listed under list B and not List C or List A).

[ ]  If photocopies of documents are kept, copies of documents are maintained for all employees.

[ ]  The employee’s first day of employment is entered.

[ ]  All information in the certification section has been entered and a representative of the company has signed and printed his or her name and dated the form within three days of the employee’s first day of employment.

[ ]  The business name and full address are entered.

***Section 3***

[ ]  Section 3 is completed if the employee’s work authorization expired or if the employee was rehired within three years from the date the I-9 form was previously completed.

[ ]  If the employee’s name changed, the new name is entered in block A.

**Correct Errors:**

***Section 1 Errors***

*If the employer discovers an error in Section 1 of an employee’s Form I-9, the employer should have the employee correct the error as follows:*

[ ]  Draw a line through the incorrect information. Do not use correction fluid or black out any information.

[ ]  Enter the correct information.

[ ]  Initial and date the correction.

*Employees needing assistance to correct Section 1 can have a preparer and/or translator help with the correction. The preparer and/or translator should:*

[ ]  Make the correction or help the employee make the correction by drawing a line through the incorrect information and entering the correction information.

[ ]  Have the employee initial and date the correction.

[ ]  Initial and date the correction next to the employee’s initials.

***Section 2 and 3 Errors***

*When correcting Section 2 or 3, the employer should:*

[ ]  Draw a line through the incorrect information. Do not use correction fluid or black out any information.

[ ]  Enter the correct information.

[ ]  Initial and date the correction.

***Multiple Recording Errors***

[ ]  Complete the section containing errors on a new I-9 form.

[ ]  Ensure the current version of the I-9 form is used.

[ ]  Attach the new I-9 form to the original I-9 form.

[ ]  Attach an explanation describing why the employer made the changes and completed a new form.

***Missing I-9 Forms***

[ ]  Have the employee complete section 1 of the current version of the I-9 form immediately.

[ ]  Inspect the employee’s original documents and complete Section 2.

[ ]  Use current dates; do not backdate the form except that the employee’s original hire date should be entered in Section 2.

[ ]  Do not continue to employ individuals who are unable to provide acceptable documents as required.

[ ]  Do not re-create the I-9 form without the employee’s presence or without examining the employee’s original documents.

[ ]  Do not re-create the I-9 form for terminated employees; rather, complete a note to file with an explanation.

**Complete the Audit Log Entry and File the Corrected Form I-9:**

[ ]  Complete the audit log of the I-9 forms containing errors.

[ ]  File the I-9 form in proper I-9 file (either current employee or terminated employee).