Federal Regulations:
- Section 1 of the I-9 form must be filled out no later than the employee’s FIRST day of work.
- Section 2 must be completed no later than 3 business days after the employee’s start date.
- I-9’s CANNOT contain white out/correction tape.
- If you have any questions, feel free to contact our office at 616.331.3238
- You MUST use original documents! You CANNOT use copies of documents.

Section 1
This section is to be filled out only by the new employee and should be completed no later than the first day of employment. Departments should refrain from typing the information for the employee, as errors sometimes occur when typed by others and the law specifies that it is to be completed by the employee. All corrections in this section must be initialed by the employee, as it is an attestation under the penalty of perjury. **The use of liquid paper or correction tape is not acceptable for I-9 documents.** Should this occur, please complete a new form.
Section 2
This section is to be filled out by the employer representative who is certifying the I-9. This section should be filled out no later than the 3rd day of employment. Remember that the use of liquid paper or correction tape is not acceptable for I-9 documents. Should this occur, please complete a new form. The new employee must present either (1) a document from List A OR (2) a document from List B AND List C. 

**ORIGINAL DOCUMENTS MUST BE USED TO FILL OUT THIS SECTION.**

List A (most common used):
Proper I9 Procedure

List B (most common used):

List C (most common used):
You must ensure to certify Section 2:

1. You are certifying that you have verified original documents from above.
2. Ensure to include employee's first day of employment.
3. DO NOT make copies of documents used for section 2.