



I-9 Compliance Cheat Sheet





Adopt a Policy

A policy –clearly articulating the company’s stance against hiring anyone without employment authorization – will ensure employers are consistent when asking for required identity documents. Without a standardized approach, any variability between prospective hires in the I-9 compliance process can put a company at risk of a discrimination claim.



Designate Someone to Maintain I-9 Records

Assigning a staff member to oversee I-9 form completion and maintenance will guarantee all employees are eligible for employment in the US. The staff member would be responsible for maintaining an up-to-date list of employees and hiring dates, as well as ensuring terminated employee records are kept for the government-mandated length of time. Front office personnel should also be informed on how to interact with government auditors, should an I-9 inspection occur.



Store I-9 Records Separately

In the event of an audit, a search warrant will only grant agents access to certain files. If all personnel files are grouped together, pulling I-9 forms can make for a much more hectic process – but handing over access to all files could put the company at risk of liability if personal information is leaked.





Conduct Regular Internal Audits

Conducting an annual audit with your in-house I-9 specialist or an external party will help alert your company to any risk of non-compliance.



Know When Employee Eligibility Expires

The Immigration and Customs Enforcement Agency (ICE) does not just require companies to verify employee eligibility during the hiring process. Employers are also liable for staff who become ineligible during their term of employment.

*Please Note

The information in this document is for general knowledge and should not be considered as legal advice.

