Instructions to fill Section-1 of Form I-9 through Email Invitation

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I-9 Form Details Entry

Please verify your Name displayed below. If these are correct, enter the characters displayed below in the text box and click on the 'Continue' button to proceed to the I-9 form e...

1 Select Yes/No as per your case

Employee Code:

Are you using the services of translator to complete from I-9   ○ Yes   ● No

Employee Name: Sarah L Sikes

Type the code frome the image   **U6TJM**

U6TJM

Select Language: English ▼

2 Select your language from the drop-down

3 Type in the code from the image

Important Notes

If you are not **Sarah L Sikes**

please do not proceed further and exit now.

Your IP address will be logged for security and audit purpose.

I-9 FORMS ENTRY INSTRUCTIONS

4

Continue   **Exit**

Click on CONTINUE to access Form I-9

Click on EXIT to stop filling section1 of I-9

Form I-9

Quick instructions before filling I-9 Form
First Name, Last Name and Middle Name match with name on SSN card.
Cross check your SSN and Date of Birth prior to submission.

⬇ I-9 FORMS ENTRY INSTRUCTIONS

Employment Eligibility Verification
Department of Homeland Security
Citizenship and Immigration

USCIS
Form I-9

...instructions must be a...

...horized individuals. En...
...ue to employ an indiv...

1 Enter your name, address and other details in the corresponding boxes. All fields are mandatory.

2 Check the N/A box, only, if any of the data field is Not Applicable by you.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of work for pay, but not before accepting a job offer.)*

Last Name *(Family Name)*:*
Sikes

First Name (Given Name) :*
Sarah

Middle Initial :*
L   ☐ N/A

Other Last Names Used (if any) :*
N/A   ☑ N/A

Address (Street Number and Name) :*
Oakmound Street

Apt. Number :*
2849   ☐ N/A

City or Town :*
Chicago

State :*
Illinois - IL

Zip Code :*
60605

Date Of Birth :*
09/15/1979

Social Security Number :*
825 87 9809

E-mail Address:*
sarahsikes@mail.com   ☐ N/A

Telephone Number:*
768-495-7479   ☐ N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or us...se documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

◉ A citizen of the United States
○ A noncitizen national of the United States
○ A lawful permanent resident (Alien Registration Number/USCIS Number)
○ An alien authorized to work until

3 Click and select your citizenship status from the options given.

Signature: This section is completed in the next page. You can review your information again prior to signature.
Signature of Employee: **Today's Date (mm/dd/yyyy):**

...ecial I-9 handling rules may apply for certain categories of employees. Please check if you fall in any of the below mentioned categories.

4 Click on SAVE & CONTINUE to proceed further

☐ 1B Cap-Gap for F-1 Students ❓
☐ ...dividual Under 18 ❓
☐ Special Placement ❓
☐ Temporary Protected Status ❓

☐ Citizens of Federated States of Micronesia, Republic of the Marshall Islands, and Palau ❓

☐ Waiting on Social Security Number from SSA

[Save & Continue]   [Cancel]

Click CANCEL to exit without filling Section1 of Form I-9

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EMPLOYEE REVIEW

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

Click here to alter any details already entered

First Name	: Sarah	**Last Name**	: Sikes
Other Last Names Used	:	**Date Of Birth**	: 09/15/1979
Date Of Hire	:	**Address**	: Oakmound Street, 2849, Chicago, Illinois, 60605
Social Security #	: 825-87-9809	**Citizen Type**	: A citizen of the United States

Click here to view the page in Spanish

Change Information

Employee Electronic Signature (English/Espanol)

I certify that the information provided is correct and authorize my electronic signature to be applied on Form I-9 and related supporting documents provided.
I am aware that federal law provides for imprisonment and / or fines for false statements or use of false documents in connection with the completion of this form.
I understand that my employer electronically verify work authorization with the U.S. government on the basis of the information provided on the form.
I hereby authorize my electronic signature that is automatically applied to documents that the employer must provide me decide contest / not challenge the results of the verification.

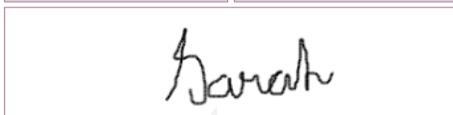**1** *Draw your signature here using mouse & click on 'Save Signature'*

Draw your signature

User your mouse to draw electronic signature.
Do not cross the boundary while drawing the signature.

Redo

Sarah

2 *Save the signature. To redo, clear the signature and draw again.*

Save Signature	Clear Signature

Sarah

The saved signature is displayed here.

3

Back   **Cancel**

Continue

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Click to view the I-9 receipt saved

Click here to convert the receipt to PDF, which can be printed

...essfully Completed Section 1 Of F... ...se Review The List Of Acceptable Documents And Choose One Of Two ...ons. Either Select One Document From Lis... ...ombination Of One Document From List B And Another From List C. The ...nal And Unexpired Documentation Sho... ...esented To Your Employer No Later Than Three D... ...ployment. Thank You For Your Cooper...

Click to send I-9 Receipt to your mail Inbox.

👁 View Receipt   👁 View/Print Receipt   ✉ Send Receipt

First Name		Sikes
Other Last Names		09/15/1979
Date Of Hire		Oakmound Street, 2849, Chicago, Illinois, 60605
Social Security #		A citizen of the United States

I-9 Electronic Receipt

Electronic Signature Receipt # ISKF-3981-ISIS-3319

I-9 Code I9-1130

Employee Sarah Sikes

Address : Oakmound Street, 2849, Chicago, Illinois, 60605

SSN : XXX - XX - 9809

Date of Birth : 09/15/1979

Certification

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am : **Citizen of US**

Signature of Employee :

Sarah

IP Address : 117.247.179.231

Time : 3/12/2018 3:47:48 AM

Form I-9 Section 1 (employee)

Company Name EMP QA Account

Company Identifier CST1046

Company EIN :

Lis...
Documents t...
Both Ide...
Employment...

1 U.S. Passport or U.S. ...
2 Permanent Resident ... Receipt Card (Form I-5...
3 Foreign passport that... 551 stamp or temporary... printed notation on a machine- readable immigrant visa
4 Employment Authorization Document that contains a photograph (Form I-766)
5 For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
a. Foreign passport; and
b. Form I-94 or Form I-94A that has the following:

(1) The same name as the passport; and

(2) An endorsement of the alien's nonimmigrant status 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.

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

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
3 School ID card with a photograph
4 Voter's registration card
5 U.S. Military card or draft record
6 Military dependent's ID card
7 U.S. Coast Guard Merchant Mariner Card
8 Native American tribal document
9 Driver's license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above:
10 School record or report card
11 Clinic, doctor or hospital record
12 Day-care or nursery school record

List C
Documents that Establish
Employment Authorization

1 A Social Security Account Number card, unless the card includes one of the following restrictions:

(1) NOT VALID FOR EMPLOYMENT

(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION

(3)VALID FOR WORK ONLY WITH DHS AUTHORIZATION

2 Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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 Native American tribal document
5 U.S. Citizen ID Card (Form I-197)
6 Identification Card for Use of Resident Citizen in the United States (Form I-179)
7 Employment authorization document issued by the Department of Homeland Security

To upload your proof documents, check the box

Click to Exit from I-9 if not uploading docs

☐ Do you want to upload any documents ?

Exit

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Once the box is checked, you may select the appropriate proof document type from the list. Then select the Document file from your system and then upload it. The document type which is not compatible to the application would be notified.