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Complete your I-9 before your 1st day!

What does Form I-9 do?

The Form I-9 requires employers to verify that each employee hired is eligible and legally authorized to work in the U.S.

The form asks for identification documents for all employees. This requirement applies to both U.S. citizens and noncitizens.

Who fills out Form I-9?

There are two sections on Form I-9. You will complete **Section 1** with your personal information before your 1st day. **Section 2** needs to be completed by someone else who can see your documents *in person* like a co- worker, friend, or even a family member.

How do I do this?

Be on the look out for a text message and email from i9Everywhere.com. We will lead you through the process after that. *It's easy we promise!*

When do I need to get this done?

We would like you to complete everything before your first day of work ;) But legally you have until your first day to complete **Section 1** and 3 days after your first day to complete **Section 2**.

What if I have any questions?

Just use the instant messenger icon on **i9Everywhere.com** to talk to a live I-9 specialist who can walk you through the process or call us at **866-661-1500**.

Our game changing self service app graphically walks you through the complex form and divides the tasks into bite sized pieces. Then use your own social or professional network to verify the documents and required data.

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