



U.S. Department of Justice
 Civil Rights Division
 Office of Special Counsel for Immigration-Related
 Unfair Employment Practices

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Your Guide To Fair Employment.

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Heavy Highway construction company is seeking drivers to work construction sight on west side highway.

- DUMP TRUCK DRIVERS
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All applicants must have a recent driving record and have no more than 2 points on record. Apply in person at on-site foreman's office 7:00 am on Monday. Insurance will be provided for qualified applicants, salary and hourly positions need to be filled. Construction will continue through the fall.

ROOFERS NEEDED

Introduction

This guide is designed to help you, the employer, understand and comply with the Immigration and Nationality Act (INA). In short, INA requires you to hire and/or retain only those persons authorized to work in the United States. It also requires you to protect workers against discrimination on the basis of immigration status, nationality, accent, or appearance. This guide provides the steps for both verifying employees' work eligibility and for ensuring that their civil rights are not violated when you are making hiring decisions.

First, the guide defines INA fully. It describes how the law affects you and explains how to avoid immigration-related employment discrimination. It outlines easy-to-follow procedures for hiring employees and explains the "Employment Eligibility Verification Process" (Form I-9). The guide includes a list of documents that are acceptable in determining employment eligibility. Finally, it provides you with questions and answers to "tricky" hypothetical situations.

If you have further questions about how to comply with INA, please contact the Office of Special Counsel (OSC) for Immigration-Related Unfair Employment Practices of the U.S. Department of Justice. Another excellent source of information on this topic is *The Handbook for Employers* published by U.S. Citizenship & Immigration Services (USCIS). To obtain a copy of the Handbook, please contact USCIS.

Staying in compliance with INA's antidiscrimination provisions—and avoiding costly penalties and fines—is a simple matter. Just "look at the facts, not at the faces" when making hiring decisions, and follow these three basic rules:

- Fill out an "Employment Eligibility Verification" form (Form I-9) for **every** new employee, including U.S. citizens.
- Allow your employees to show you documents of their choice—as long as the documents prove identity and work eligibility and appear on the USCIS list of acceptable documents. You may not ask for specific documents.
- Do not ask for more documents than required.

For more information on INA's antidiscrimination provision, please contact OSC at the Civil Rights Division—NYA, US. Department of Justice, 950 Pennsylvania Ave., NW Washington, DC 20530 or call 1-800-255-8155. (TDD number for the hearing impaired is 1-800-362-2735.

For a copy of the Handbook for Employers, please contact U.S. Citizenship and Immigration Services at www.uscis.gov or call the USCIS National Customer Service Center at 1-800-375-5283.

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What is INA?

The Immigration and Nationality Act (INA) as amended by the Immigration Reform and Control Act of 1986 (IRCA) was the first Federal law making it illegal for employers to knowingly hire persons who are not authorized to work in the United States. The law was an attempt to reduce the stream of undocumented workers entering this country in search of jobs.

INA requires that you, as an employer, check documents to confirm the identity and work eligibility of **all** persons hired after November 1986. To remain in compliance, you must—

- Hire only those persons authorized to work in the United States.
- Ask **all** new employees to show documents that establish both identity and work authorization.
- Complete the USCIS Employment Eligibility Verification Form I-9 for every new employee—U.S. citizens and noncitizens.

Noncompliance with the Form I-9 requirements may result in sanctions against employers.

Congress also recognized that these employer sanctions might discourage you from hiring certain eligible workers if they looked or sounded foreign. Therefore, the law also prohibits discrimination in hiring and firing on the basis of citizenship status or national origin. Employers who discriminate may be required to pay fines and penalties, to hire or rehire the employee, and to pay back wages.



How Does INA Affect You?

As an employer:

- INA makes it unlawful for an employer to knowingly hire, recruit, or refer for a fee any individual who is not authorized to work in the United States. It is also unlawful to continue to employ an undocumented worker or one who loses authorization to work. (Those hired before November 6, 1986, do not fall within this category.)
- You may hire anyone whose documents prove identity and work authorization in accordance with the I-9 requirements. There are many documents and combinations of documents that are acceptable, as long as they appear to be reasonably genuine. (For a list of acceptable documents, see the back of the I-9 form.)
- You must treat all job applicants and employees equally—whether they are U.S. citizens or noncitizens. This means you may not discriminate in hiring, firing, recruiting, or referring for a fee, nor are you permitted to retaliate against an employee who has filed a discrimination charge or participated in an investigation.

Types of Immigration-Related Employment Discrimination:

- **Citizenship status discrimination** refers to unequal treatment because of citizenship or immigration status.
- **National origin discrimination** refers to unequal treatment because of nationality, which includes place of birth, appearance, accent, and can include language.
- The Office of Special Counsel (OSC) enforces the provisions against discrimination. OSC covers *all* cases of discrimination based on citizenship status by employers of four or more employees. It covers national origin discrimination with employers of four to fourteen employees. The Equal Employment Opportunity Commission has jurisdiction over employers of 15 or more.

What Are INA's I-9 Requirements?

"I-9" is short for Form I-9, the "Employment Eligibility Verification" form developed by USCIS as a way for employers to document the fact that they are hiring only persons who are authorized to work in the United States. Over time, the term "I-9 requirements" has come to describe the entire process of verifying worker eligibility outlined out in INA.

As an employer, to comply with INA's I-9 requirements, you must—

- Complete the I-9 form and keep it on file for at least 3 years from the date of employment or for 1 year after the employee leaves the job, whichever is later. You must also make the forms available for government inspection upon request.
- Verify, on the I-9 form, that you have seen documents establishing identity and work authorization for all your new employees—U.S. citizens and noncitizens alike—hired after November 6, 1986.
- Accept any valid documents presented to you by your employee. You may not ask for more documents than those required and may not demand to see specific documents, such as a "green card."
- Remember that work authorization documents must be renewed on or before their expiration date and the I-9 form must be updated—this is also called "reverification." At this time, you must accept any valid documents your employee chooses to present, whether or not they are the same documents provided initially. (Note: You don't need to see an identity document when the I-9 form is updated).

Remember, you are free to hire anyone who can show documents establishing his or her identity and authorization to work in the United States. Any of the documents (or combination of documents) listed on the back of Form I-9 are acceptable as long as they appear to be reasonably genuine.



How Can You Avoid Immigration-Related Employment Discrimination?

As an employer, to comply with INA's antidiscrimination provisions, you should—

- Let the employee **choose** which documents to present, as long as they prove identity and work authorization and are included in the acceptable list on the back of the I-9 form.
- Accept documents that appear to be genuine.

As an employer, to avoid employment discrimination based on nationality or citizenship status, you must—

- Treat all people the same in announcing the job, taking applications, interviewing, offering the job, verifying eligibility to work, hiring, and firing.
- Remember that U.S. citizenship, or nationality, belongs to all individuals born of a U.S. citizen and all persons born in Puerto Rico, Guam, the Virgin Islands, Northern Mariana Islands, American Samoa, and Swains Island. Citizenship is granted to legal immigrants after they complete the naturalization process.

- Avoid "citizens only" hiring policies or requiring that applicants have a particular immigration status. In most cases, these practices are illegal.
- Give out the same job information over the telephone, and use the same application form for all applicants.
- Base all decisions about firing on job performance and/or behavior, not on appearance, accent, name, or citizenship status of your employees.



What Would You Do?

Read each of the cases below. Circle "Yes" or "No." Answers are given below.

1. Saving Time

Your crew boss catches you before you start interviewing people for a job. He says, "Find out if those two near the door have their 'green cards' before you waste your time."

Did you discriminate in hiring?

Yes No

2. The Cooperative Executive

You are president of a company. After hearing about INA's penalties for hiring undocumented workers, you issue a memo stating, "Let's go along with the government on this one. Please be careful when hiring people who look like they crossed the border illegally."

Have you committed national origin discrimination?

Yes No

How about citizenship status discrimination?

Yes No

3. On the Way Out

The rainy spring caused your lettuce harvest to be less abundant than usual. You need fewer farm workers than you hired for the season. In deciding between Héctor Fernández and José González, you keep Héctor because he is a legal permanent resident and José, an asylee, only has a temporary work permit.

Have you committed citizenship status discrimination?

Yes No

4. A Stitch in Time

You gladly hire Lily Chou because she told you how she beaded sweaters in Taiwan. You are surprised when she hands you a California driver's license and an unrestricted Social Security card for the I-9 form. (Note: Some Social Security cards are restricted and bear the inscription "Valid Only with DHS Authorization" or "Not Valid for Employment.") "Miss Chou," you say, "I must see a card from DHS."

Does Lily Chou have a case against you?

Yes No

5. Hire American

You manufacture precision cast parts. Ordinarily, any one of your 12 employees knows someone who can fill an open position. You tell them unofficially that you prefer that they bring applicants who are U.S. citizens—and you fill out the I-9 form for everyone they bring.

Are you in compliance with INA?

Yes No

6. Temporary Workers

You hire Billy, John, Paul, and Sam just for a weekend to clean windows in your office building. You would have hired Ngo except that he looked too "foreign."

Are you violating the antidiscrimination provisions?

Yes No

Have you committed citizenship status discrimination?

Yes No

7. Frenchman With a Fault

Three men apply to manage the front desk of your four-star hotel. One has more experience than the other two, but you refuse to hire him because all he has for the I-9 form is an unexpired French passport with an unexpired work authorization stamp. You ask him for "a driver's license, anything." The next person has only a temporary resident card that expires in nine days. That's too close for comfort. So, you hire the third applicant, who has a valid Canadian driver's license.

Are you discriminating?

Yes No

8. Useless Regret

The person you chose to run your jacquard loom was unable to show documentation for the I-9 form. She said she would send for it, but you turned her down because you didn't want to get into as much paperwork as Martha required the last time. You hired your second choice, a woman with less experience but valid papers in hand.

Did you violate INA?

Yes No

BILINGUAL COMPUTER OPERATORS

The nation's largest financial institution is consolidating its support of Latin American data processing operations into a facility downtown. Be a part of our exciting future by joining as a bilingual computer operator.

Interface Latin American computer and technology to provide support to corporations. An experienced staff and off-the-art equipment. All positions required to participate in an education program.

We offer competitive salary and benefits package. Hours based on experience. Positions will be available throughout the year. For an interview contact Human Resources Dept. 9am and 4pm Monday.

An Equal Opportunity Employer

DRIVERS NEEDED

Heavy Highway construction company is seeking drivers to work construction sight on west side highway.

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- TACK TRUCK DRIVERS
- FUEL AND LUBE DRIVERS

All applicants must have a recent driving record and have no more than 2 points on record. Apply in person at on-site foreman's office 7:00 am on Monday. Insurance will be provided for qualified applicants, salary and hourly positions need to be filled. Construction will continue through the fall.

Answers

1. Saving Time

Yes. First of all, it is recommended that you wait until you hire an individual before asking him/her for papers to verify his/her identity and work authorization. However, if you ask for papers ahead of time only from people who appear to be "foreign," you are discriminating on the basis of **national origin**. You must treat all applicants equally, and, when you review their papers, you cannot insist on seeing particular documents if they have already shown you valid documents. Otherwise, you are engaging in **document abuse**.

2. The Cooperative Executive

Yes, you are engaging in both types of discrimination (**national origin and citizenship status**). When you ask new hires to fill out the I-9, you must do so for all new hires. Also, you must treat all new hires in the same way when verifying work eligibility, regardless of whether they are immigrants or members of a particular nationality.

3. On the Way Out

Yes. This is definitely **citizenship status discrimination**. You cannot fire a protected individual under INA because he/she has a temporary work permit as opposed to legal permanent residency. A protected individual is a U.S. citizen, national, permanent resident, temporary resident, refugee, or an asylee. In any event, your firing decision cannot be based on this factor. Otherwise, your actions will be considered discriminatory by OSC.

4. A Stitch in Time

Yes. Lily Chou has a very strong case against you. You should have let her choose which valid documents to present as proof of her identity and work authorization. A California driver's license proves identity and a unrestricted Social Security card proves work authorization. Your insistence on seeing a DHS card is called **document abuse**, and this is a discriminatory practice.

5. Hire American

No, you are not in compliance with INA. Unless otherwise required by law, you cannot have "citizens only" hiring policies. If you insist on doing so, you are engaging in **citizenship status discrimination**.

6. Temporary Workers

Yes. You cannot deny work to individuals because they looked too "foreign." This is **national origin discrimination**. And, if you wrongly assumed that Ngo was unauthorized to work, you have also committed **citizenship status discrimination**.

7. Frenchman with a Fault

Yes, you are discriminating. The unexpired French passport, with an unexpired work authorization attached, is sufficient documentation to show that the applicant is work authorized. So is the person with the temporary resident card. When the card expires in nine days, you can ask him/her to reverify work authorization in Section 3 of the I-9 form. The third applicant did not show sufficient documents to establish work authorization. A Canadian driver's license is a permissible document to establish identity, but it does not establish authorization to work in the United States. Therefore, the applicant would also need to show you a document from List C.

Remember, for reverification purposes, the individual again has the right to show the valid documents of his/her choice. These documents don't have to be the same ones that he/she presented initially. If you insist on seeing the same documents, you are engaging in **document abuse**.

8. Useless Regret

Probably. Although you may choose not to allow applicants 3 days to present valid documents, you must treat all applicants equally. The paperwork requirements are the same for citizens and noncitizens alike.

Instructions

Please read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

Filling Out the Form I-9

Section 1, Employee: This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS electronic employment eligibility verification program. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2, Employer: For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

Section 3, Updating and Reverification: Employers must complete Section 3 when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:
 1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C);
 2. Record the document title, document number and expiration date (if any) in Block C, and
 3. Complete the signature block.

What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at 1-800-870-3676. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our internet website at www.uscis.gov.

Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, and completing the form, 9 minutes; 2) assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No: 1615-0047.

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

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 (check one of the following):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A _____
- An alien authorized to work until _____
(Alien # or Admission #) _____

Employee's Signature	Date (month/day/year)
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Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	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	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph <i>(Form I-766, I-688, I-688A, I-688B)</i>	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	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	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)