Q: Who must complete the Form I-9?
A: Employers must fill out and keep a Form I-9 for every person hired on or after November 6, 1986.

Q: Why must United States citizens fill out I-9 forms?
A: The I-9 form is designed to determine who is authorized to work in the United States. Its purpose is not to determine who is and who is not a citizen. While all citizens are authorized to work here, it is not always easy to recognize who is and is not a citizen because of the diverse heritage of our country. Employers must do an I-9 form for every employee, not just those who appear to be non-citizens.

Q: Does Form I-9 need to be completed in a specific color of ink?
A: No. Form I-9 does not need to be completed in a specific color of ink. However, the information written on the form must be readable for the entire retention period of the form.

Q: Have P.O. Boxes always been unacceptable as addresses for Form I-9?
A: Yes. Every version of the Form I-9 has specified in both Sections 1 and 2 that the Address fields require Street Name and Number. The Address sections should contain the actual location of the employee’s residence and the actual location in which the employer employs the employee. In the event the employee lives or works in an area that does not have house numbers and street names, the Address sections should contain a narrative description of the location.

Q: Are expired US Passports acceptable List A documents?
A: No, BGSU can only accept unexpired documents for Section 2 of the Form I-9.

Q: For Section 3 Re-verification and Rehires, which documents do not need re-verification?
A: BGSU does not have to re-verify expired US Passports.

Q: When must I have an employee complete Form I-9?
A: You must have the new employee complete Section 1 of Form I-9 no later than the first day of work, but you may not require the person to complete this section before accepting a job with BGSU.

Q: When must BGSU have section 2 of the Form I-9 completed?
A: Hiring departments, Human Resources, and Student Employment must complete Section 2 of Form I-9 no later than three days after the start of work.
Q. Can there be any additional writing on a completed I-9 form? For example, for filing purposes, can the employee’s name be written on the side of form for ease of filing?

A. Employers must ensure that the information on stored Forms I-9 is legible. Any additional writing printed on Form I-9 outside of the required information must not interfere with an authorized government official’s ability to read the information on the form.

Q. How does a preparer document that he helped correct a mistake on my employee’s Form I-9?

A. A preparer and/or translator can help employees who need assistance to correct Section 1. The preparer and/or translator should:
   • Make the correction or help the employee make the correction by drawing a line through the incorrect information and entering the correct information
   • Have the employee initial and date the correction
   • Initial and date the correction next to the employee’s initials

Q. Can BGSU include Form I-9 in a job application packet?

A. No. BGSU cannot require an employee to complete Form I-9 before the employee has accepted a job offer. However, BGSU can inform applicants that upon hire they must complete Form I-9.

Q. May I accept copies of Forms I-9 that have been faxed to me?

A. A faxed copy is not a valid document. If the company completes and retains Forms I-9 in paper format only, the company must retain original Forms I-9 with original handwritten signatures for three years after the date of hire or one year after the date the individual’s employment is terminated, whichever is later. If the employer using a paper-only storage system has destroyed original Forms I-9 with original handwritten signatures, the employer and employee should go through the Form I-9 process again: The employee will need to complete and sign Section 1 of a new Form I-9 and the employer will need to view acceptable documents the employee presents and sign Section 2. The employer would then attach the faxed copy of the destroyed I-9 to the new one, with a notation about what happened to the original.