

# Finalizing I-9 Forms for New Hires

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A component to cannabis HR best practice is proper I-9 implementation and management. The most common mistake we see is that I-9s are not completed in a timely manner. This often begins when companies are still small, but quickly evolves into bad habits that can cause significant risk to a scaling operation in cannabis. Completing these forms (both the employee and employer portions) ensures your company compliance with government requirements.

If you are an administrator, follow the steps below to train your managers on how to properly complete the employer portion of the I-9, and stress the importance of the 3-day rule.

## The "3 Day" Rule

New hires can complete their portion of the I-9 as soon as you have extended a job offer and they have accepted it, and no later than his or her first day of employment. Employers must complete their portion of the I-9 within 3 business days of the date of hire of their new employee (the hire date is the first day they perform work for pay) - hence the 3-day rule.

See our cannabis 30/60/90 day onboarding plan templates [here](#).

Follow the steps below to prepare new hires to complete this required document on day one.

## START HERE

1. Send your employee a list of acceptable documents that they can bring in on their first day to satisfy I-9 requirements (also listed on the last page of the I9 Form).

## LISTS OF ACCEPTABLE DOCUMENTS

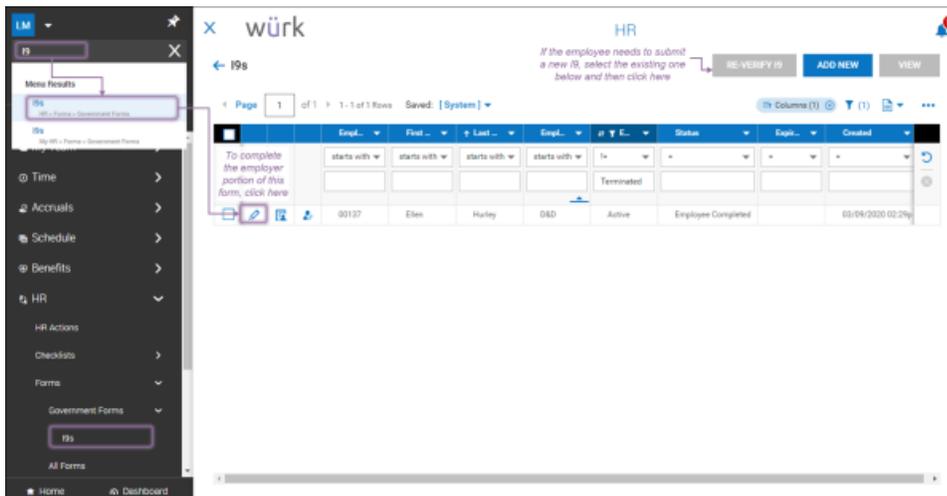
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	OR	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-546, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

2. Assign an **Onboarding Checklist** to the new hire, which includes the I9 form. Once the employee completes his or her portion, *you can proceed to the next step.*

3. From the main menu in Wurk, search for *I9* (or navigate to Team>HR>Forms>Government Forms>I9s).



If you do not see this option, then there are none pending completion. Remind the employee to complete

the form and submit it.

4. Click the edit  icon next to the I9 you wish to complete.

5. Review the employee portion.

If information is missing or incorrect, click **REJECT I9** (which will prompt the employee to create a new form and submit it).

Otherwise, proceed to the next step.

6. Scroll down to the third page and complete the employer portion (blue shaded fields) using information from the employee's documents (such as passport, driver's license, ID card, social security card). Then click **SAVE AND VERIFY**. The system will validate the information you entered electronically.

Click here to validate your entries electronically within the system

Form I9

Employee: Ellen Hurley (D&D) (00137) Status: Employee Completed

Form I-9 07/17/17 N Page 2 of 4

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS Form I-9**  
OMB No. 1615-0047  
Expires 09/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**  
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) Hurley, First Name (Given Name) Ellen, M.I. N/A, Citizenship/Immigration Status 1

**List A** OR **List B** AND **List C**  
Identify and Employment Authorization OR Identify Employment Authorization

Document Title, Issuing Authority, Document Number, Expiration Date (if any) (mm/dd/yyyy)

Additional information

OR Code - Sections 2 & 3  
Do Not Write in This Space

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative, Today's Date (mm/dd/yyyy), Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative, First Name of Employer or Authorized Representative, Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name), City or Town, State, ZIP Code

2162 Market ST, Denver, CO, 80205

**Section 3. Reverification and Rehire** (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable), B. Date of Rehire (if applicable)

Last Name (Family Name), First Name (Given Name), Middle Initial, Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title, Document Number, Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized 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, Today's Date (mm/dd/yyyy), Name of Employer or Authorized Representative

Blue fields are required and validated. Enter information from the employee's driver's license, ID card, passport, etc.

7. Confirm your e-signature by entering your password on the popup that appears, then click **I AGREE**.

## Verify I9

Please read all information below. Populating required fields and clicking 'I Agree' button below will mark this form as verified and will prevent any further changes.

### 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  Your Full Name\*

Password  Please type password you (cdominic) used for login to confirm

Date

Cancel

I Agree