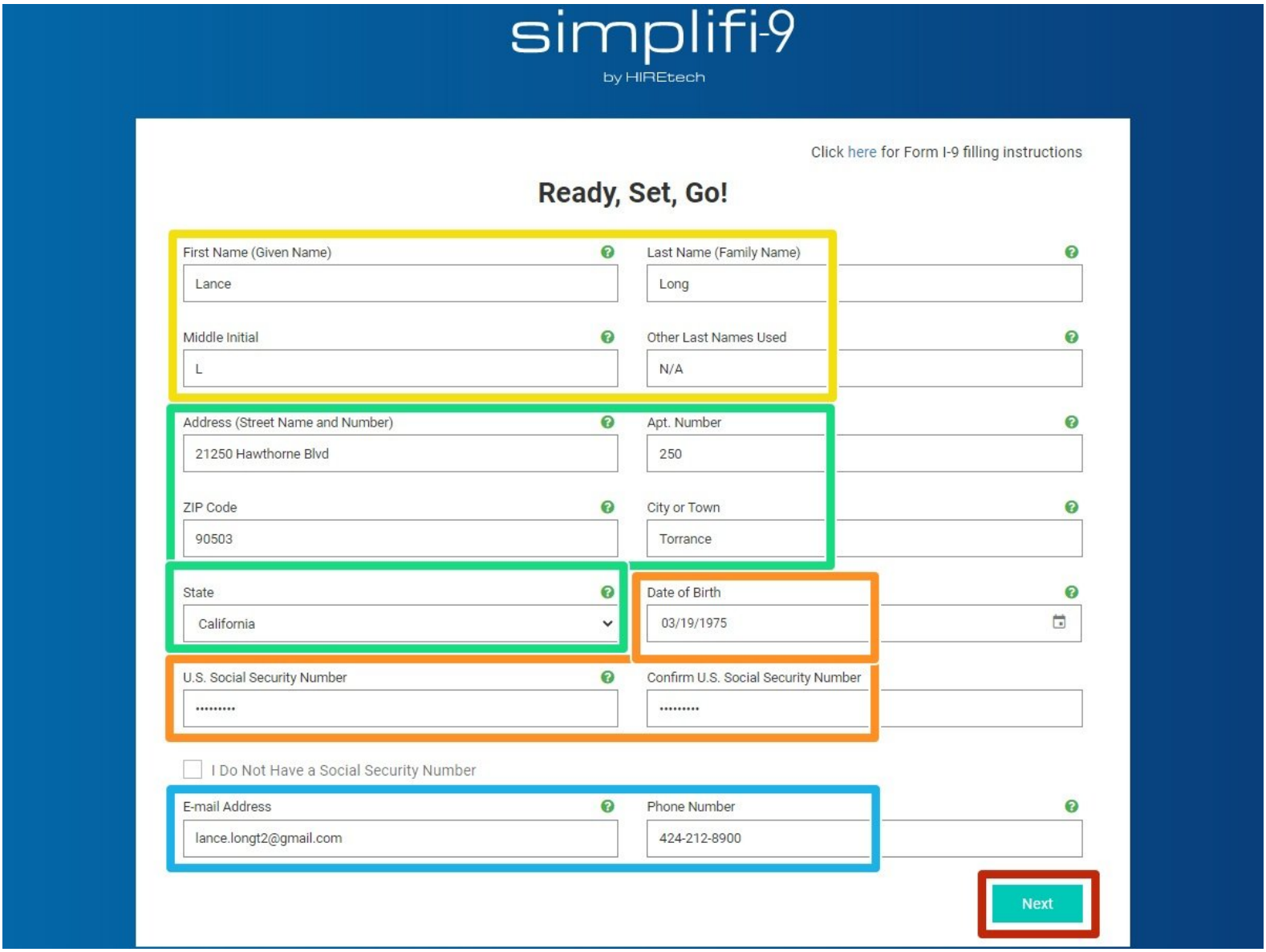
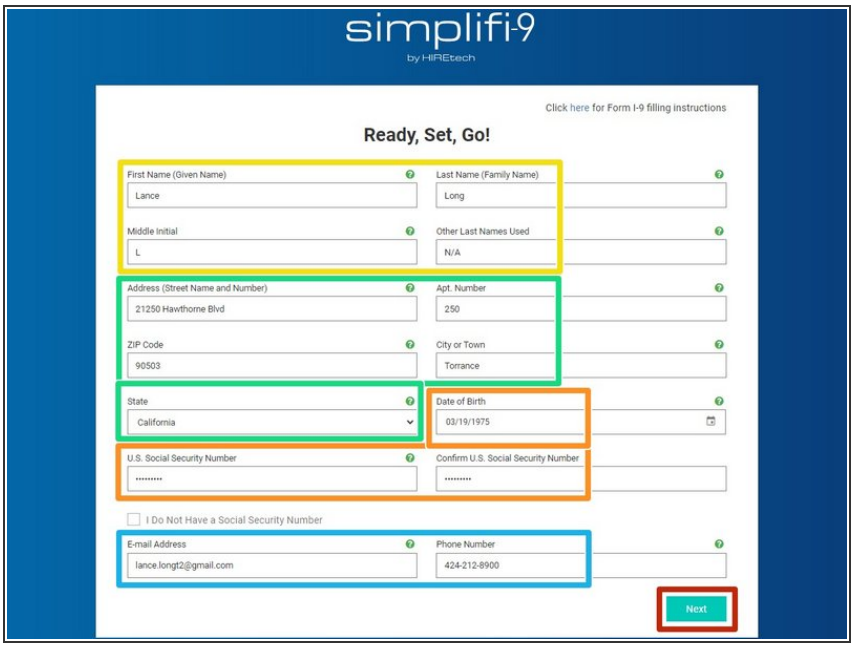
Section 1 of Federal Form I-9

Written By: Brendon Welch



Step 1 — Section 1 of Federal Form I-9



- Enter your **Full Name**
- Enter your **Address**
- Add your **Date of Birth** then enter and confirm your **Social Security Number**
- **Date of Birth Format:** *Month/Day/Year - 09/05/1975*
- Enter your personal **E-mail Address** and **Phone Number**
- Click **Next**

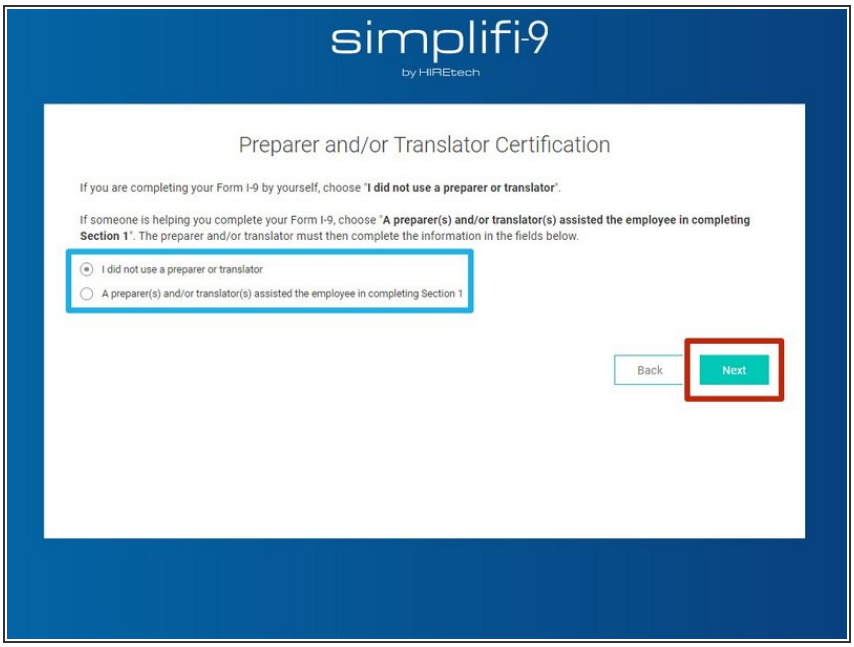
Step 2



- Select your **Citizenship Status**
- If you are unsure, click the "green ? (question mark)" to view the details for each status.
- Click **Next**

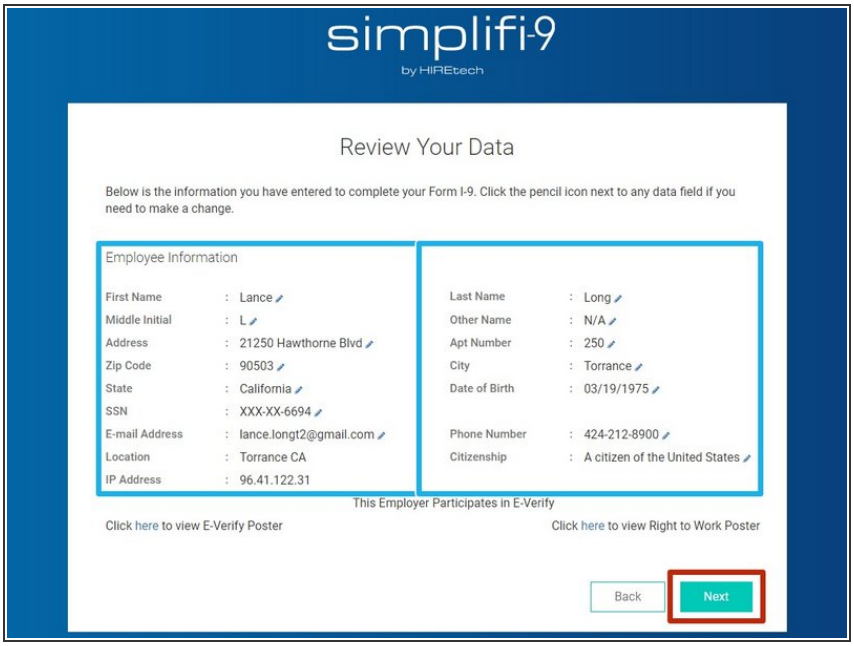
This document was generated on 2024-05-18 10:35:05 AM (MST).

Step 3



- Choose if you are using a **Preparer and/or Translator**
- Click **Next**

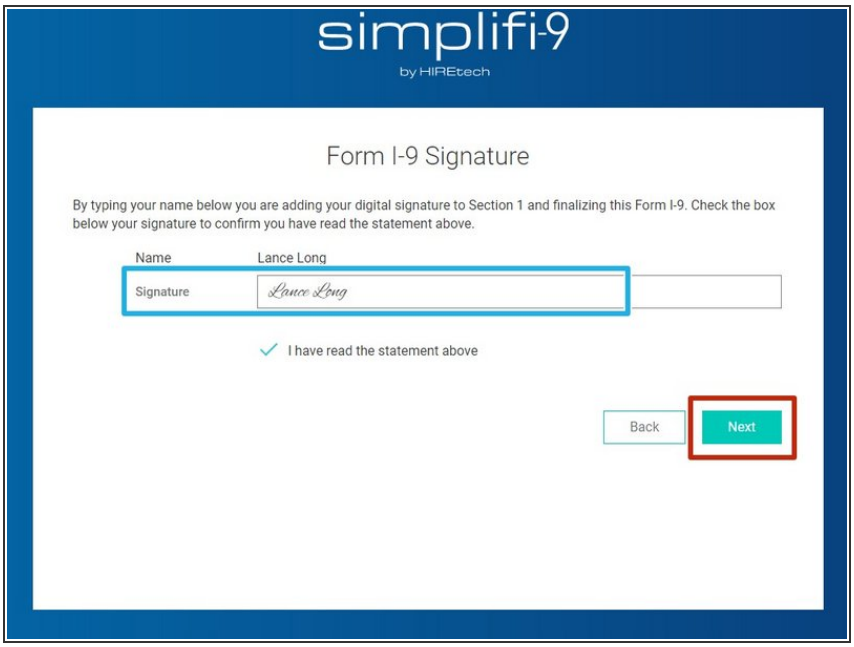
Step 4



- Review your **Employee Information**
- **Click the Pencil icon for any item that is inaccurate.**
- Click **Next**

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Step 5



- Type your name in **Signature**
- Click **Next**

Step 6



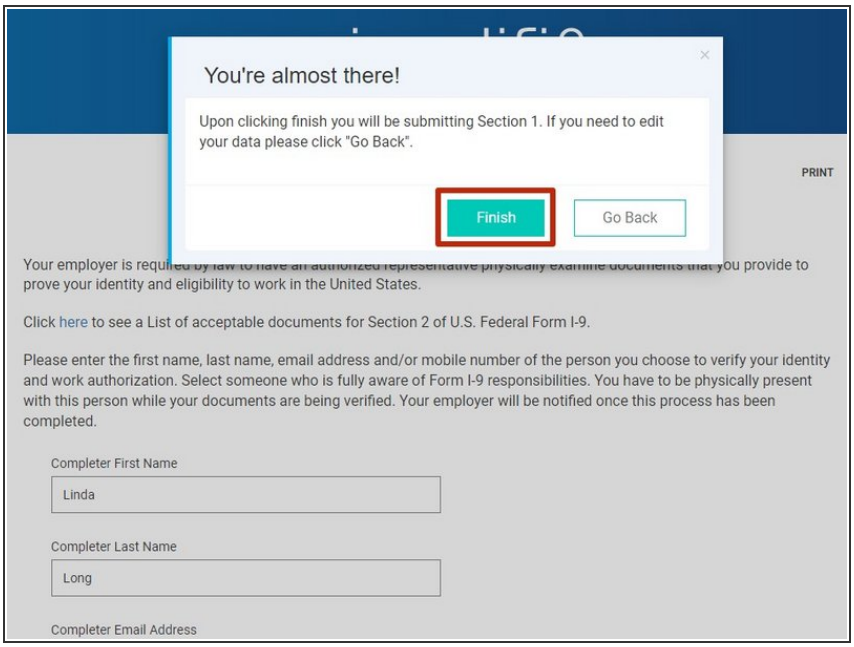
⚠ ***In order to verify your documents and identity, you must choose an authorized representative. Choose someone who is fully aware of Form I-9 responsibilities. You have to be physically present with this person while your documents are being verified.***

- Enter the **Completer's First/Last Name, Email Address and Mobile Number**

The Email Address and Mobile Number of the Completer cannot be the same as the applicant.

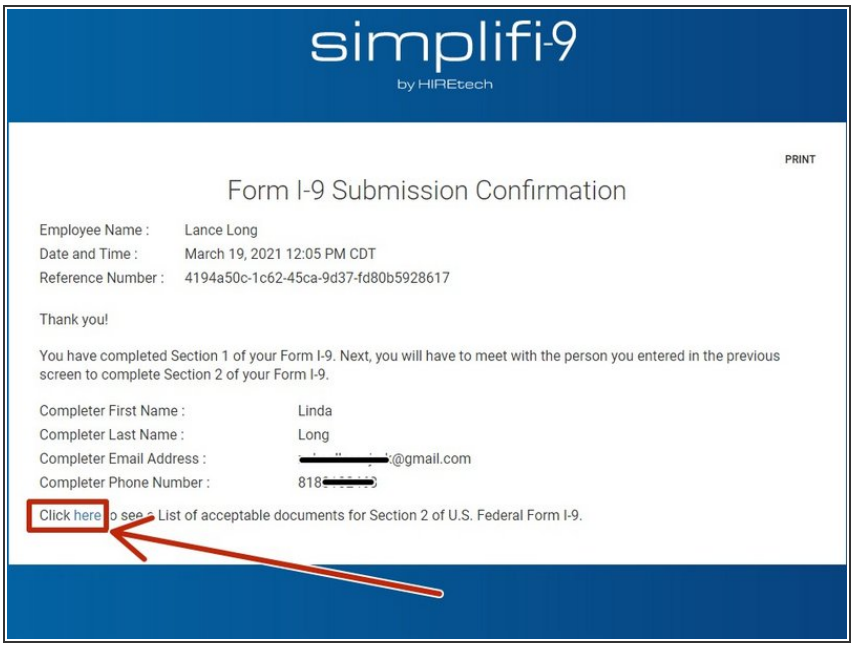
- Click **Submit**

Step 7



- Click **Finish**

Step 8



Section 1 of your I-9 has been completed. You will need your acceptable documents once you are with your authorized representative.

- **CLICK HERE** if you need to review the acceptable documents

CLICK HERE to Proceed to Section 2 of Federal Form I-9