

To complete the Employment Eligibility Verification form correctly, you can follow the checklist below. PPL has provided more detailed instructions as well as the official USCIS Instructions at our website at www.publicpartnerships.com/i9

Section 1: Employee

- Enter your full legal name and any other names you have used (maiden names, birth names, etc.)
- Enter your home Residence Address, Apt. Number, City or Town, State and Zip Code.
- Enter your Date of Birth, Social Security Number, E-mail Address and Telephone Number
 - E-mail address and Telephone Number is optional
- Attest to your citizenship or immigration status by checking the appropriate box (see [I-9 Instructions](#) for full description of status options)
- Sign your name
- Date the form (Date of signature)
- Respond to the preparer and/or translator certification check box
 - If you did use a preparer and/or translator, please have them sign, date and provide their full name, address, city, state and zip code

Section 2: Employer (or Designated Representative)

- Enter the employee's name and list the citizenship status checked on page 1 at the top of section 2
 - Enter the document title(s), issuing authority, document number, and the expiration date from the original documents. Copies of these **UNEXPIRED** documents must be sent to PPL (see page 3 of I-9 form for list of acceptable documents).
 - **If using List A documents, List B and C are not required**
 - **If using List B documents, must also supply List C documents**
 - **List A** Acceptable Documents:
 - U.S. Passport or Passport Card
 - **List B** Acceptable Documents: (If using List B documents, must also supply List C documents)
 - Driver's License
 - Military Issued ID
 - School ID card with a photograph
 - Voter's Registration Card
 - **List C** Acceptable Documents:
 - Social Security Card
 - Birth Certificate
 - U.S. Citizen ID Card
 - Enter the first day of employment (date completing form) in the space for "The employee's first day of employment (mm/dd/yyyy)
 - While the first day of employment will not occur until the employee is given the "Good to Go" this date needs to be entered to have this form be completed. This date will indicate the date of the beginning of the employment process.
 - Employer signs and dates to attest to examining the documents provided
 - Enter Title of Employer or Authorized Representative
 - Depending on role of signature enter: "Employer" or "Designated Representative"
 - Enter Last Name and First Name of Employer (the person who signed the form)
 - Enter Employer's Business or Organization Name
 - "Household Employer" is a commonly used acceptable name
 - Enter the Employer (or Individual's, if Designated Representative is signing) address, city and zip
- Remember to include copies of the employees *UNEXPIRED* List A, B, and/or C documents when sending in the application to Public Partnerships**