How to Fill Out the I-9: Page 1 - New Employee

- **On your form:** complete all fields indicated here by a paw print (if it applies to you).
- **If new to ISU:** IT will send your ISU email address to the email address provided here.
- **If using an Authorized Representative,** mail original I-9 (both pages) and copies of IDs to:
  
  Idaho State University, HR Stop 8107, 921 S 8th Ave., Pocatello ID 83209

- For **additional information,** visit uscis.gov/i-9, and click on "Instructions for Form I-9."

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**Section 1. Employee Information and Attestation**

**Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td></td>
</tr>
<tr>
<td>First Name (Given Name)</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Other Last Names Used (if any)</td>
<td>IF APPLICABLE</td>
</tr>
<tr>
<td>Address (Street Number and Name)</td>
<td></td>
</tr>
<tr>
<td>Apt. Number</td>
<td></td>
</tr>
<tr>
<td>City or Town</td>
<td></td>
</tr>
<tr>
<td>State and ZIP Code</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>U.S. Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Employee's E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Employee's Telephone Number</td>
<td>OPTIONAL</td>
</tr>
</tbody>
</table>

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 boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See Instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number): IF APPLICABLE
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): IF APPLICABLE, EXPIRATION ON I-20

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

1. Alien Registration Number/USCIS Number:
2. Form I-94 Admission Number:
3. Foreign Passport Number:

Signature of Employee

Today's Date (mm/dd/yyyy)

**Preparer and/or Translator Certification (check one):**

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

*Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

Leave this section blank unless completed by a preparer or translator.

Address (Street Number and Name)

City or Town

State

ZIP Code

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Call HR at 208-282-2517 or email hr@isu.edu if you have any questions.